

Headquarters
U.S. Army Armor Center and Fort Knox
Fort Knox, Kentucky 40121-5000
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Logistics

INSTALLATION SUPPLY SUPPORT

Summary. This regulation establishes procedures to be used by Tables of Organization and Equipment (TOE) organizations and Tables of Distribution and Allowances (TDA) activities in requesting, turning in, and accounting for supplies and equipment, and obtaining services support.

Applicability. This regulation applies to all on-post TOE/TDA organizations/activities and to off-post organizations satellited on this installation for logistical support.

Suggested improvements. The proponent of this regulation is Directorate of Base Operations Support (DBOS), Supply Division. Users are invited to send suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to: CDR, USAARMC and Fort Knox, ATTN: ATZK-OSS, Fort Knox, KY 40121-5000.

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*This regulation supersedes USAARMC Reg 700-1, 23 Jun 94.

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Chapter 1

General

1-1. Purpose. This regulation provides current procedures for obtaining supplies, equipment, and services support.

1-2. References. Referenced publications are listed at appendix B.

1-3. Responsibilities.

a. The Installation Supply Division will establish policies and procedures for obtaining supplies, equipment and customer services based on the request and authorization of customer units.

b. Process and maintain DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) per AR 725-50 and DA Pam 710-2-1.

1-4. Allowances.

a. Authorization documents include Modified Tables of Organization and Equipment (MTOE); Tables of Distribution and Allowances (TDA); Common Table of Allowances (CTA) and Army Regulations identified in AR 710-2. Before submission of requests for items in excess of authorized allowances, the customer must obtain approval through the process outlined in USAARMC Reg 310-2.

b. Discretionary items listed in CTA bear notations "WABCO," "WAB MAJ ARMY COMD," etc. Written authorization to have these items on hand must be obtained from this installation's Director of Resource Management, ATTN: ATZK-RMD, or higher headquarters.

1-5. Supply Division Support.

a. DBOS Stock Control/Storage Branch is this installation's supporting supply activity (SSA) for all property designated Classes II, III, IV, V, VI, VII (except commercial vehicles), and IX. All supply documents pertaining to the above classes will be submitted to this headquarters, ATTN: DBOS Supply Division, Bldg. No. 1110-B.

b. Unit/activity personnel will not bypass normal logistics channels and establish direct contact with National Inventory Control Points (NICP), depots and commercial contractors/vendors to obtain availability and/or status on items/requisitions. This results in

additional workload at the NICP/depot, illegal procurement actions, and ultimately results in further delays in responding to bona fide high priority requirements.

c. The DBOS Stock Control/Storage Branch will provide logistical support and related supply assistance to supported customers for all materiel, except medical. This responsibility includes requisitioning materiel (depot and local purchase), processing customer follow-ups to logistical activities above the installation level, and arranging for withdrawing materiel from the Defense Reutilization and Marketing Office (DRMO).

d. Commanders at all levels will ensure that supply requests, follow-ups, requests for assistance, withdrawals from DRMO, and other logistical related matters are submitted and/or processed through prescribed channels.

1-6. Assignment of Priority Designators on Supply Documents.

a. Commanding officers of requisitioning activities are responsible for the accurate assignment of priority designators (PD) on supply documents consistent with the assigned force designator (FAD) and the existing urgency of need designator (UND). TM 38-L03-19 indicates the appropriate PD, derived from the combination of the FAD and one of the three UNDs. Commanders or their designated representatives will review all high priority requests before submission and approve the request by initialing in column H of the document register.

b. Judicious assignment of PD will be mutually advantageous to both the supply system and the customer. Continued emphasis must be placed at all levels to restrict the use of high priority requisitions to those items that are required to maintain a satisfactory readiness posture of equipment. Commanders should only resort to high priorities (02-08) when situations exist where use of normal priorities result in delays in repair of equipment which is vital to the training and support mission.

c. Unit commanders will establish periodic training seminars to review priority rules and to ensure new or changed situations are discussed by all personnel responsible for assignment of UNDs or PDs to supply and maintenance documents.

1-7. Not Mission Capable Supply.

a. A Not Mission Capable Supply (NMCS) condition exists when equipment is deadlined for repair parts, an aircraft or an engine is out of commission for parts and the parts are required for immediate installation and/or repair of the primary weapon or equipment, without which the activity is unable to perform military operations or specifically assigned missions. This means

that NMCS requisitions will be submitted only for materiel in quantities required to return a designated weapons system/equipment to operational-ready status. Maximum use will be made of operational readiness float (ORF) equipment.

b. Not Mission Capable Supply and Anticipated Not Mission Capable Supply (ANMCS) requests will be submitted on a manual DA Form 2765-1 (Request for Issue or Turn-in) or equivalent document produced by the customer's automated system. Such requests will reflect an IPD of 02 or 03. Block 21 will indicate an "E" for ANMCS or an "N" for NMCS, followed by the number of days in which the materiel is required. Example is NO7.

1-8. Prescribed Load List (PLL) Procedures. Policies and procedures for preparation and maintenance of Prescribed Load, Special Purpose Load, Maintenance Shop Stock and related records are contained in Procedures for Customers, DA Pam 710-2-1, and AR 710-2.

1-9. Timely Pickup of Supplies.

a. All "passing actions" issues are accomplished through the DBOS Stock Control/Storage Branch Central Receiving Point (CRP), located in Bldg. No. 2807. Organizations/activities ordering supplies and equipment, other than Class IX repair parts, must ensure that property book representatives check their pickup area at the CRP on a daily basis to determine if supplies are available for issue. "Passing action" issues for Class IX repair parts will be delivered by CRP.

b. Issue of Reparable Exchange (RX) items is accomplished through the DBOS Stock Control/Storage Branch, Bldg. No. 2781-B, Frazier Road.

c. The issue of vehicles is accomplished through Bldg. No. 2781. Weapons issue is also accomplished through Bldg. No. 2781. Customers will be notified by telephone when items are available for issue. Pickup of supplies will be accomplished within 1 workday after notification.

1-10. Issue of Vehicles. All vehicles, both new and used, will be deprocessed or job ordered for repair before issuing to the unit. This action will be accomplished as follows:

a. DBOS Stock Control/Storage Branch will prepare a work request to deprocess all new vehicles before issue to the unit.

b. DBOS Equipment Maintenance Division will coordinate with the receiving unit to assist in deprocessing. DBOS Equipment Maintenance Division will provide Quality Assurance personnel to monitor the deprocessing.

c. Organizational deficiencies will be corrected by the receiving unit(s).

d. Deficiencies above the organizational level of maintenance will be corrected by the DBOS Equipment Maintenance Division.

e. Completed vehicles will be returned to the DBOS Stock Control/Storage Branch for issue to the using customer.

f. Those vehicles received at the installation for issue to TRADOC service schools with partial or no BII/COEI per paragraph 18-9, DA Pam 710-2-2, will have a copy of the issue document stapled to the DA Form 2408-9 (Equipment Control Record) at the time of issue to the Installation Property Book Office.

1-11. Reporting of Inferior Quality Materiel. Units/activities obtaining materiel determined to be inferior in quality should report these quality deficiencies to the DBOS Stock Control/Storage Branch in writing on an SF 368 (Product Quality Deficiency Report) per AR 702-7.

1-12. Equipment Redistribution.

a. Major end items are classified into two areas as critical and noncritical. Department of the Army will revise this list annually and publish it in message format.

(1) Critical items consist of approximately 50 line item numbers requiring intensive management due to their impact on readiness and mission accomplishment.

(2) Noncritical items are those items where intensive management is not required.

c. If an item is classified as a critical item, the major end item will be placed on a DA Form 2407 (Maintenance Request) to DBOS Equipment Maintenance Division for a technical inspection (T/I) for turn-in to DBOS Stock Control/Storage Branch, Bldg. No. 2781, Frazier Road. Major end items will be turned in within 72 hours after the technical inspection is completed.

(1) All log book items go to Bldg. No. 2781-A.

(2) Weapons and CCI go to Bldg. No. 2781.

(3) All other major end items go to Bldg. No. 2807.

d. If an item is classified as noncritical, DBOS Stock Control/Storage Branch will determine if the item is needed to satisfy a shortage and direct lateral transfer or turn-in to DBOS Stock

Control/Storage Branch, Bldg. No. 2781. A technical inspection will be required for turn-in to the Supply Management Branch, and the item should be turned in within the 72-hour time frame.

- (1) All log book items go to Bldg. No. 2781-A.
- (2) Weapons and CCI go to Bldg. No. 2781.
- (3) All other major end items go to Bldg. No. 2807.

Chapter 2

Supply Procedures for Using Units Obtaining and Accounting for Supplies and Equipment

2-1. Delivery of Requests for Issue to the DBOS Stock Control/Storage Branch in a Timely Manner After Assignment of Document Number. Supply support effectiveness of the installation supply activity is measured on demand accommodation/satisfaction and various measures of processing time. Processing time is determined by using the Julian date of the unit/activity document number as the date of requisition submission. Consequently, requests for issue received by the DBOS Stock Control/Storage Branch with old document numbers will result in incorrect statistical data on management reports being generated by this installation, CONUS Logistics Intelligence File (LIF) Reports, and the supply sources.

a. Age of Documents Acceptable for Processing by the DBOS Stock Control/Storage Branch. Requests for issue will be submitted to the DBOS Stock Control/Storage Branch as soon as possible after preparation. The following will govern the age of documents acceptable for processing by the DBOS Stock Control/Storage Branch:

(1) Requests for issue from on-post units will be delivered to or submitted to arrive at the DBOS Stock Control/Storage Branch within 1 working day after the date reflected in the unit document number.

(2) Requests for issue submitted by off-post units will not be rejected due to the age of the document. However, in the interest of receiving the required supplies/equipment on a timely basis after preparation of the request, every effort will be made to process and forward the request for issue to the supporting supply activity as soon as possible.

(3) Exceptions to the policy in paragraph 2-1a(1) above requires approval of the DBOS Stock Control/Storage Branch Accountable Property Officer, or delegated representative.

b. Assignment of the next workday's Julian date to requests for Issue. Automated units/activities will comply with paragraph 2-1a above. On-post units/activities under manual procedures will assign the next workday's Julian date to requests for issue under the following conditions:

(1) Beginning at 1200 daily.

(2) On Fridays and the day before a holiday, when it is likely that the requests for issue prepared between 0800-1200 will not be delivered until the following workday.

2-2. Request for Issue of Standard Stock Number Items.

a. Supply personnel at the unit/activity level will identify their requirements to standard catalogued Army adopted items, use the NSN and/or manufacturer's part numbers on requests for issue, and ensure that items requested are authorized by appropriate authorization documents.

b. Units/activities having requirements for authorized nonstandard items over \$2,500 will submit their request for issue to the Directorate of Contracting.

2-3. Major Items of Equipment Validation for Authorization.

a. AR 710-2, paragraph 2-16, requires that requisitions submitted for major items of equipment be validated for authorization at the installation level before the initiation of supply action to obtain the equipment.

b. The Total Army Equipment Distribution Program (TAEDP) was developed by the Depot Systems Command (DESCOM) to provide unit/activity MTOE/TDA equipment authorizations and on-hand assets. TAEDP reports are used at both the installation and the wholesale supply levels for validation of major items requisitions.

c. The validation process by DBOS Stock Control/Storage Branch consists of the following actions:

(1) Review TAEDP report to determine if the item requested is authorized.

(2) If the item is authorized, DBOS Stock Control/Storage Branch will review TAEDP reports to determine if potential excess is available. If excess equipment is not available, the document will be processed for necessary supply action.

(3) If the item requested cannot be validated as authorized, the requisition will be canceled and returned to the requester.

d. Major items are those items identified in the FEDLOG and/or on property book pages with a Reportable Item Control Code (RICC) of 1 or 2 and with an Appropriation and Budget Activity Code (ABAC) of A thru Q. Requisitions for major items must contain the following exception data:

(1) Major Item requisition will be submitted using a DA Form 2765-1 (Request for Issue or Turn-in) with a Document Identifier Code of "AOE."

(2) Block P will include the unit's Unit Identification Code (UIC), FEDLOG Line Item Number (LIN), total authorization/on-hand/due-in (authorized/on-hand/due-in data must be the total for the LIN - not just the NSN being requested). Substitute items on hand against the authorized LIN will be shown separately. An example of an entry in Block P showing a substitute item on hand is as follows: OUX4B/X50284/10/4/2/2 sub X50489. If none were on-hand or due-in, the entry would read: OUX4B/X50284/10/0/0. Enter MTOE/TDA and effective date.

(3) If the requested item is to replace an item already turned in, the turn-in document number will be included on the DA Form 2765-1. If the item being replaced will be turned in upon receipt of the replacement, a statement to this effect will be placed on the requisition.

(4) If the quantity being requested exceeds the authorized allowance shown in Block P, the reason for requesting the additional equipment must be included on the requisition.

e. Requisitions for major items of equipment submitted to the DBOS Stock Control/Storage Branch that do not contain the exception data specified by subparagraph d above will be returned without action.

2-4. Procurement of Equipment and Materiel Requiring DBOS Support.

a. Equipment requiring DBOS support, e.g., installation or servicing, will not be added to the CTA/TDA, or, if already authorized, will not be requisitioned without prior approval of DBOS. The initiation of any action requiring DBOS support without this coordination could result in a 31 U.S.C. 1517 violation. In addition, the accomplishment of these actions without prior coordination with DBOS could delay and/or prevent the installation of equipment and result in obtaining unsuitable equipment or equipment that cannot be supported by DBOS.

b. Submission of requests for increased allowances. Before submission to higher headquarters and/or approval by this installation, Directorate of Resource Management (DRM) will coordinate with DBOS. DBOS will indicate concurrence/nonconcurrence based on availability of funds and ability to support the equipment requested.

2-5. Issue, Turn-In, and Retread of Tires. Procedures will be established to ensure that all unserviceable repairable tires in the retread program are retreaded and used before obtaining new tires through supply channels.

a. The DBOS Supply Division, RX Activity (RXA), Bldg. No. 2781, will collect and issue all tires.

b. Tires requiring replacement which appear on the Repairable Exchange (RX) listing will be turned in to the Repairable Exchange Section using procedures outlines on the RX list cover sheet.

c. Requests for tires not on the RX listing will be submitted following normal procedures based on the requirement. All unserviceable tires will be turned in to the RXA, Bldg. No. 2781-B, to ensure proper disposal.

2-6. Tool Sets and Kits.

a. When possible, tool sets and kits are issued complete. Exceptions to this procedure are tool sets and kits that have had major components removed per AR 725-1. Tool sets and kits issued with missing components will have a list attached indicating shortages.

b. Action is not required by an organization/activity to obtain missing components for tool sets or kits issued with shortages. Shortages will automatically be furnished by the supply source. Major components removed per AR 725-1 are an exception to this procedure and must be requested by the applicable organization/activity.

c. Upon receipt of missing components from the supply source, the items will be issued to the applicable organization/activity.

2-7. Industrial Gases. Organizations requiring industrial gases will obtain materials by use of IMPAC Card Program procedures with local vendors.

2-8. Requisition of Carpet and Pads.

a. CTA 50-909 provides guidance concerning authorization, acquisition, selection, and installation of carpet for existing buildings at this installation. DBOS will monitor all carpet requests.

b. Equipment in Place (EIP) carpet requests must be forwarded to DRM. If EIP carpet requests do not meet requirements of the Basis of Issue guidance, each unit/activity must submit a request for modification of the CTA per AR 71-13. Carpet requests that meet CTA authorization will be forwarded by DRM to DBOS for technical review and confirmation.

c. Real property requests for carpet must be forwarded to DBOS on DA Form 4283 (Facilities Engineering Work Request) for processing.

2-9. Musical Instruments. Each request submitted for musical instruments must contain the exact type percussion and finish and list at least one brand name and model desired.

2-10. Requirements for Lumber. DBOS is the responsible agency for the procurement and management of lumber products for this installation.

a. DA Form 4283 will be submitted to DBOS for lumber products for engineer-type work, building repair, etc.

b. Lumber for other purposes will be purchased using the IMPAC Card.

c. The following additional information is required when requesting plywood:

(1) Requirements for plywood for engineer-type work submitted to DBOS on DA Form 4283 will contain sufficient information to allow the DBOS Production Management Branch to determine the most suitable and least expensive grade to be used for the project.

(2) Local purchases of lumber and plywood for other than engineer-type work: units/activities concerned will contact DBOS Production Management, 624-8450/7346, to obtain approval and information on the least expensive and most suitable grade, type, size, and NSN that will be approved for the project.

2-11. Requirements for De-mountable (Modular Floor to Ceiling Type) Partitions.

a. Authority for de-mountable partitions requires the approval of the DBOS and DRM.

b. Letter requests for de-mountable partitions will be forwarded by command channels through DBOS to DRM per AR 71-32. Funding for the procurement of approved de-mountable partitions is the responsibility of the using activity.

c. De-mountable partitions are classified as EIP. These will be accounted for on the property book of the using activity per AR 710-2, chapter 2.

d. DBOS will install, maintain, and repair these partitions, and the relocation will be approved and moved by DBOS. Modification of these partitions is prohibited.

e. Requisitions for approved de-mountable partitions will be submitted to the Directorate of Contracting.

2-12. Processing of Request for Issue of Authorized Equipment.

a. If additional and/or replacement of authorized equipment is required, the unit/activity will obtain approval as indicated below before submission of the request to the supply activity (DBOS Stock Control/Storage Branch or DBOS as appropriate).

b. Other equipment:

(1) Installed equipment, such as water dispensers, shop equipment, etc. The unit/activity will submit a DA Form 4283 to DBOS to determine if resources are available for installation and if the item can be supported. DBOS will survey the proposed site and indicate availability/non-availability of funds and capability for the installation of the proposed equipment, and return the DA Form 4283 to the requesting unit/activity. If approved, the requesting unit/activity will prepare DA Form 2765-1 for the proposed item of equipment, attach a copy of the DA Form 4283 on which DBOS has indicated approval, and submit to the supporting supply activity.

2-13. Requisitioning and Accounting for Safety Shoes and Boots.

a. The prompt issuing of protective equipment to a soldier or civilian employee should be of the utmost priority by commanders, supervisors, and supply personnel. Delay in the issue of safety protective equipment to an individual increases the possibility of a serious job-related injury.

b. Units, activities, and directorates authorized safety shoes and/or boots will comply with the provisions of CTA 50-900 and supplemental instructions contained in Figure 2-2 when requisitioning these items.

c. All soldiers and DA employees exposed to industrial hazards peculiar to their occupational specialty will be provided appropriate type safety footwear at Government expense. Footwear, as well as other safety equipment, is authorized to DA civilian employees for use in the performance of assigned duties and wear at the assigned work areas.

d. DA CTA 50-900 does not provide sufficient types and sizes of safety footwear to accommodate the many occupational specialists of DA employees. To provide sufficient foot protection, commercial sources will be used. A commercial shoe van with stocks of safety shoes/boots will be available biweekly to provide the correct type and sizes of footwear to DA employees.

e. Each unit/activity will be responsible for executing a VISA card transaction for the safety shoes issued to assigned personnel. To enhance the availability of required shoes on the shoe truck, requests may be faxed to the safety shoe company prior to the next scheduled issue date so the shoes/boots can be placed on the shoe truck for issue on next visit. IRON AGE, COMM (502) 966-5447, FAX (502) 966-5398; LEHIGH, COMM (502) 966-5136/5137, FAX (502) 966-0334.

g. Requisitions for footwear requiring special order action due to medical foot problems will be purchased with VISA. Supervisor/cardholder should retain copy of medical data to support requirement for purchasing non-GSA contract shoes.

h. Special footwear required by personnel with medical foot problems will be supported by data obtained from the Occupational Health Clinic. All special (non-adopted) safety footwear will be coordinated with the Armor Branch Safety Officer to verify that the type being requested will provide adequate protection for the job hazard involved.

i. Insulated footwear will be provided to only those employees whose assigned duties require them to work for prolonged periods of time (in excess of 2 hours per day above 32°F and over 4 hours per day in temperatures at or below 32°F) where no heated facilities (i.e. vehicle cabs, shops, buildings) are available in the area for warming. Examples of occupations: outside heavy equipment operators, forestry and wildlife workers, roads and grounds personnel, and cold storage employees.

j. The basic authorization for safety footwear is contained in CTA 50-900. The authorizations contained in this directive supplement that regulation.

k. It is recognized that requirements will exist for a special footwear that is not included in the listing (a unique occupational specialty). When this occurs, special footwear will be requested that will provide sufficient protection for the employee.

l. Quantity of footwear which will be approved is limited to one pair per employee. Under special conditions which justify a pair of special type protective footwear (such as insulated type) and subject to meeting the criteria established, issue of an additional pair will be considered on an individual basis.

m. Footwear will not be replaced as long as it will provide the intended protection for the job. Age and looks are not factors in requesting replacement footwear. A continuous monitoring program will be enforced by commanders, directors, and supervisors at all levels to ensure that only personnel requiring safety footwear for job hazards are provided footwear. Strict supply discipline will be enforced at all levels of command to prevent abuse of the program.

Replacements will be made on a one-for-one basis. Before a replacement is made, supervisors will ensure, through the means of a physical inspection, that the footwear being replaced is unserviceable, uneconomically repairable, and cannot provide the required protection. Unserviceable footwear for which replacements have been issued may be retained by the employee, if desired. If retained, it will be marked or permanently disfigured in such a manner as to prevent a duplicated replacement issue from being made for the same pair of footwear. Punching a hole in each side of the footwear at least 1 inch off the top will suffice for this requirement. Footwear not retained will be disposed of through established supply channels. Commanders and supervisors will closely monitor this provision in an effort to prevent possible abuse.

n. Footwear which proves defective within 90 days from date of issue will be replaced without charge by the manufacturer, under terms of the warranty agreement. Upon discovery of defective footwear, immediate action will be taken by the employee to obtain a copy of the document evidencing the date of issue from the supervisor and the issue copy of the document will be hand-carried with the defective footwear to the shoe van for a replacement issue. Footwear showing the evidence of abuse will not be replaced under terms of the warranty. It is essential that defective footwear be returned for exchange immediately upon detection.

o. Safety footwear will not be posted to the organizational property books, but will be accounted for through the use of DA Form 2062 (Hand Receipt/Annex Number). DA Form 3645 (Organizational Clothing and Individual Equipment Record) will be used in accounting for authorized standard military issue, safety type footwear to military personnel under authorization data contained in CTA 50-900.

p. The hand receipts and/or OCIE record will be maintained to reflect a detailed history of issues, by type and style of footwear. Records will be maintained at the unit/activity level in such a manner as to provide a complete audit trail and accountability of safety footwear. Compliance with these accounting procedures will be an area of special interest during the course of supply inspections.

q. When a soldier or DA civilian transfers between jobs, or from one activity to another, the safety footwear will accompany the individual. The losing activity will forward the hand receipt document to the gaining activity. The supervisor of the employee will inspect the footwear and make a determination as to serviceability and if it provides the required protection and is suitable for the job to be performed. In case the footwear meets these requirements, it will continue to be used by the employee. Footwear determined unsuitable and/or no longer authorized as a result of a job change will be replaced. Safety footwear is classified as non-expendable and remains the property of the U.S. Government and, as a result, must be accounted

for. At no time does safety footwear become the personal property (ownership) of the individual; it is to be used only as required for on-the-job protection at the assigned place of work.

2-14. White Maternity Uniform. The following clothing items are authorized as organization issues for pregnant female personnel whose MOS/SSI duties are directly related to food preparation or patient care. Authorization data for the above items is contained in CTA 50-900. Issue may consist of all dress or all tunics/slacks or any combination thereof, not to exceed two uniforms per individual. All requests for issue will be submitted to the DBOS Stock Control/Storage Branch, Bldg. No. 2807, on DD Form 1348-6 (DOD Single Line Item Requisition System Document). Requests should contain the local stock number (listed below) and size of clothing required.

<u>NSN</u>	<u>SIZE</u>	<u>UNIT OF ISSUE</u>	<u>NOUN</u>
8410-00-T80-5713	4	each	Dress, maternity, white
5714	6		
5715	8		
5716	10		
5717	12		
5718	14		
5719	16		
5720	18		

<u>NSN</u>	<u>SIZE</u>	<u>UNIT OF ISSUE</u>	<u>NOUN</u>
8410-00-T81-8091	20		
8410-00-T80-5721	4	pair	Pantsuit, maternity, white
5722	6		
5723	8		
5724	10		
5725	12		
5726	14		
5727	16		
5728	18		
8410-00-T81-8331	20		

2-15. Legibility of Submitted Documents. Requests for issue or turn-ins reflecting illegible data in the NSN, U/I, Department of Defense Activity Address Code (DODAAC), Account Processing Code (APC), Issue Priority Designator (IPD), etc., blocks might be misread by the data transcribed and incorrect data put into the SARSS system. These documents undergo

several mechanical edits and many will reject due to incompatibility of data; however, if the illegible information is the stock number and it is entered as a different but valid NSN, the customer will receive the wrong item.

2-16. Accuracy of Funding Information. A SARSS ABX computer edit matches the DODAAC against the Customer Information Control File (CICF) for validity. If the DODAAC passes this edit, the APC on the requisition is then matched against the Account Processing Code/Fund Code File (APC/FC) to determine if the APC is valid, and also to determine if the APC is compatible with the DODAAC being used on the requisition. Only those APC that have been loaded into the APC/FC File for the DODAAC may be used with that particular DODAAC. If a listing of the valid APC is not available for each DODAAC, request this information from the Major Activity Program Director. An invalid DODAAC/APC, or the use of an APC that is not compatible with the DODAAC being used, will cause the document to reject in the SARSS ABX computer edit. To avoid unnecessary delay in processing, it is important that the proper DODAAC and APC be used on requisitions submitted.

2-17. Handcarried Requests for Supplies. The SARSS ABX automated supply system is designed to requisition, receive, issue and control all supplies based on standard coding procedures used in preparing issue requests. Deviations from these standard procedures result in rejects, cumbersome corrective action, and ultimate delays in processing supply documents. Analysis of rejected actions indicate that off-line processing of hand-carry issue requests is a major cause of rejects. Hand-carry actions will be accepted by DBOS Stock Control/Storage Branch to remove vehicles/equipment from deadline or for emergencies where the health and welfare of the troops are affected. DA Form 2765-1 or ULLS-generated "walk-through request for issue" may be used for hand-carry actions.

2-18. Distribution of Supply Documents.

a. Supply documents, cards, and listings will be placed in the appropriate distribution box located in Bldg. No. 2807 for all on-post organizations/activities. To ensure that current records are maintained, units/activities will check the applicable DODAAC distribution box daily.

b. Off-post organizations/activities will receive documents, cards, and listings by mail.

2-19. Authorization to Receipt for Supplies. Upon appointment, the organization supply officer should appear in person at the DBOS Stock Control/Storage Branch, Customer Assistance Section (CAS), Bldg. No. 2807, with a copy of the appointing document, together with a completed DA Form 1687 for each DODAAC. Supported off-post organizations desiring to pick up supplies from the DBOS Stock Control/Storage Branch may forward orders and DA Forms 1687 by mail.

- a. The CAS will review and distribute copies to the appropriate warehouses, retain one copy for the Master File, and return one copy to the unit.
- b. The CAS will review the Master File of approved authorization cards monthly and delete all individuals with expired ETS/PCS dates. Supply officers will be notified when all ETS/PCS dates have expired. The expired cards will be forwarded to the Chief, Property Control Branch.
- c. Only authorized personnel will be permitted to draw supplies. Personnel (military, civilian, family member, reserve) drawing supplies will be required to present a government ID card for comparison to DA Form 1687.
- d. The security classification of any personnel required to pickup classified supplies and equipment will be reflected on the reverse side of the DA Form 1687 as follows: "I have examined the personnel records of named individual(s) and such records reflect security clearance as follows:"

NAME OF INDIVIDUAL	GRADE	SECURITY CLEARANCE
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SIGNATURE OF OFFICER EXAMINING RECORDS

2-20. Fabrication. Units requiring machining, welding, or refurbishing of repair parts, pumps, cylinders and rams, and repair of water valves and pumps will submit the requirement on DA Form 2407 to the DBOS Maintenance Operations Branch, Machine Shop, Bldg. No. T-98, Eleventh Avenue. Requests for fabrication will be accepted only from the Installation Supply Officer and must be accompanied by a sample or drawing. The Installation Supply Officer, or designated representative, can, on a case-by-case basis, make exceptions to this requirement.

2-21. Class X Uniforms.

- a. Class X Battle Dress Uniform (BDU) may be requested for use by mechanics, painters, construction workers, etc., in the performance of their duties on a free-issue basis. In addition to DA Form 1687 unit commanders will submit a memorandum designating personnel authorized to draw Class X BDUs. This memorandum will also include the quantity, type and maximum amount required annually. This memorandum must be approved by the Chief, Accountability Branch or a designated representative and updated annually. Classification personnel will ensure the memorandum and DA Form 1687 are current prior to processing any transactions. Any suspicious requests will be rejected and reported to management and the unit commander.

b. Processing Requests for Class X: Unit commanders should determine consolidated requirements and have the supporting S4 submit a request for bulk issue direct to the DBOS Accountability Branch, Inspection and Classification Section, Bldg. No. 6568, on a DA Form 2765-1. A separate DA Form 2765-1 must be prepared for each item (i.e., NSN 8405-00-T80-5664, BDU shirt and NSN 8402-00-T80-5665, BDU trousers). Sizes will not be specified since sizes issued will be based upon availability. The DA Form 2765-1 will be prepared per current procedures except that the item description (Block O) will reflect Class X after the noun of the item requested and advice code 2J ("DO NOT SUBSTITUTE - DO NOT BACK ORDER" will be entered in Block 22). Issues will be made subject to availability and dues-out will not be established. Requirements may be submitted from 0800-1500, Monday through Friday. Requirements should be submitted in advance for later pickup upon notification by the Inspection/Classification Section.

2-22. Use of Excess and Surplus Property in DRMO. Units/activities may obtain property from DRMO per procedures outlined in chapter 8.

2-23. Flags and Guidons.

a. Flags and guidons are not stocked "ready for issue." These items have to be manufactured and individualized for each requisitioning organization. The implementation of the FY 87 Regimental Program (items requiring manufacturing) has severely impacted on the lead times of nonregimental work. The estimated lead times listed below are projections based on recent experience and should not be construed to represent a mandated policy. Manufacturing lead time is defined as the period from initiation of BV status until shipment of completed items.

ITEMS

MANUFACTURING LEAD TIMES

Flag, Organizational (Hand Embroidered)	90 Days (minimum)
Flag, Distinguishing, for Groups, Brigades Divisions (e.g., applique SSI)	90 Days (minimum)
Streamers, Campaign and War Service	120 Days
Guidons	90 Days

b. The following are step-by-step instructions for filling out DD Form 1348-6:

**CARD COLUMN (CC) OF
DD FORM 1348-6**

REQUIRED DATA/EXPLANATION

CC 1-3 (Document Identifier Code)	AOE (signifies exception date follows)
CC 4-6 (Routing Identifier Code)	AXB
CC 7 (Media Status Code)	Determined by requisitioner
CC 8-14 (National Stock Number)	"8345NSN"
CC 15-20	Blank
CC 21-29	Determined by requisitioner
CC 30-43 (Document Identifier)	DODAAC, Date and Serial No.
CC 44 (Demand)	N - nonrecurring
CC 45-50 (Supplementary Address)	MUST be a DODAAC
CC 51 (Signal Code)	Use "D" or "M" as appropriate (Free Issue). The funding responsibility for these items is assigned to this activity.
CC 52-53	GA
CC 60-61	Priority
CC 62-64 (Required Delivery Date)	A RRD date can be assigned; however, it must take into account the processing and manufacturing lead time stated above. Do not rely on the priority or RRD assigned without cognizance of the lead time cited. Doing so may result in later receipt of these items than initially anticipated.

**CARD COLUMN (CC) OF
DD FORM 1348-6**

REQUIRED DATA/EXPLANATION

Remarks Block (Since CC 1-3 is
AOE - the remarks block must be
filled in with unit designation)

COMPLETE UNIT DESIGNATION, i.e.
Co B, 19th Engr, 194th SAB, must be included
on the requisition. The detachment authorized
strength for which GUIDONS are being
requisitioned must be included in remarks.

CC 65-66 (Advice Code)

Determined by requisitioner.

CC 67-80

Determined by requisitioner.

c. The Institute of Heraldry must approve all designs for flags and guidons. If drawings and designs for these items have not been completed, the requisitions will be rejected.

d. Requisitions for regulated items (not requiring additional manufacture), i.e., U.S. Army Flag, 4'4" x 5'6"; Army Field Flag, 3' x 4'; Rayon USA National Flag, 4'4" x 5'6"; Streamer Set of Army Flag, must include the COMPLETE DESIGNATION of the headquarters, installation, unit or activity for which they are required in the REMARKS BLOCK so that authorization can be verified. An Account Processing Code or Fund Code must be cited.

e. If it is known that a flag or streamer(s) has not lasted 5 years, a statement certifying item is unserviceable due to fair wear and tear must be signed by unit's PBO or other responsible officer and forwarded with the requisition.

f. Streamer set requisitions should be placed on one document number. Submission of one requisition for each streamer required is unnecessary. Streamer set or specific individual streamers will be forwarded with the requisition.

g. All of the above requisitions will be forwarded to the DBOS Stock Control/Storage Branch for processing.

h. Colleges and universities are authorized to requisition the U.S. Army flag, the streamer set, and accompanying rayon flag, or the U.S. Army field flag; however, purchases must be made with institutional funds. Requests for the supply of these items to ROTC schools must be accompanied by a check or money order payable to the Treasurer of the United States. Requisitions must be coded as stated above with the exception of card column 4-6 which must read AP5. Requisitions must be mailed to: Commander, U.S. Army Support Activity, ATTN: STRAP-SEF, Box 13460, Philadelphia, PA 19101-3460.

PREPARATION INSTRUCTIONS FOR DD FORM 1348-6

CC 1-3	AOE
CC 4-6	Blank
CC 7	K
CC 8-22	Blank
CC 23-24	Unit of issue
CC 25-29	Quantity requested
CC 30-35	DODAAC
CC 36-43	Unit document number
CC 44	Type of demand: Recurring (R), Nonrecurring (N)
CC 45-50	DODAAC
CC 51	Non-DSS enter K; DSS enter A
CC 52-53	Fund code (when applicable)
CC 54-59	Blank
CC 60-61	Priority
CC 62-64	Required delivery date (if applicable)
CC 65-66	Advice code (reference TM 38-LO3-19, Appendix A)
CC 67-74	Blank
CC 75-78	Account Processing Code
CC 79	Asset/object class code (reference TM 38-LO3-19, Appendix A)
CC 80	Blank
Block 1	Manufacturer's code and part number
Block 2	Manufacturer's name and address where applicable (ref SB 708-41/42 and SB 708-81/82)
Blocks 3-5	N/A
Block 6	Parts manual number, date, and page (e.g., Technical Manual)
Block 7	Noun of item requested.
Block 8	Complete item description and characteristics.
Block 8a	Color
Block 8b	Size
Blocks 9/9a	Name of end item and source of supply of items being requested, when available
Block 9b	Make of end item
Block 9c	Model number of end item
Blocks 9d/9e	N/A
Block 10	Self-explanatory
Block 11	Remarks: List the authority of item or end item and unit price

Figure 2-1. Preparation Instructions for DD Form 1348-6

SAFETY FOOTWEAR ISSUE GUIDE
HAZARD CLASSIFICATION

CLASS I – OCCUPATIONS REQUIRING FOOT & TOE PROTECTION

Inspectors	Office/Appliance Repairers
Supervisors	Telephone Repairers
Crane Operators	Electronic Technicians
Tool & Parts Attendants	Equipment Repairers
Custodial Workers	

CLASS II – OCCUPATIONS REQUIRING FOOT, TOE & ANKLE PROTECTION

Warehouse Workers	POL Handlers	Forest/Wildlife Workers
Forklift Operators	Railroad Workers	Target Sys Op/Range Insp
Carpenters	Laborers	Machinist/Toolmaker
Masons/Cement Workers	Paving Workers	Sheet Metal Workers
Painters	Auto/Heavy Equip Oper	Ammo Handlers
Interior Electricians	Tractor/Heavy Equip Oper	Cold Storage Workers
Plumbers	Welders	Aircraft Mechanics
High Voltage Electricians	Water/Sewage Plant Oper	Construction Inspectors
Maint Equip Mech/Wrkers	Maintenance Mechanics	Battery/Radiator Repr
Pipefitters	Wrecker Operators	Pest Controllers
Ironworkers	Upholsterers	Refrig/AC Mechanics

***MILITARY STANDARD ADOPTED FOOTWEAR**

<u>LIN</u>	<u>DESCRIPTION</u>	<u>BASIS OF ISSUE</u>
T08472-	Shoe, nonsparking, Black	See BOI in CTA 50-900
C08735-	Boot, 8" blucher, Black	See BOI in CTA 50-900
T07221-	Shoe, 6" blucher, elec hazard, Black	See BOI in CTA 50-900
C08871-	Boot, 9" climber's, Black	See BOI in CTA 50-900
T07993-	Shoe, molder's/welder's	See BOI in CTA 50-900

*These items are contained in CTA 50-900, chapter 2, and may be requested through the retail supply system to satisfy requirements described therein per requisitioning procedures.

2-24. Repairable Exchange Procedures. Repairable exchange items may be obtained using the following procedures.

a. RXA Customers.

(1) Prepare DA Form(s) 2765-1 (one for issue and one for turn-in), DA Form 2404 (Equipment Inspection and Maintenance Worksheet) and identification tag. A sample of each form and identification tag is enclosed with the RX List.

(2) Prepared paperwork (DA Form 2765-1 [AOA], DA Form 2765-1 [D6Z], and DA Form 2404), along with all items in containers; i.e., engines, transmissions, transfers, etc., to be exchanged will be delivered to Bldg. No. 2781-B, with the exception of the Gunners Primary Site (GPS), which will be turned in at Bldg. No. 2783. DBOS personnel will verify that the NSN and serial number are correct and will annotate on the DA Form 2404 "OK to accept" with signature, at which time the customer will bring the paperwork to RX for processing.

(3) All items turned in must be clean, complete, preserved and protected. All openings that would allow the entrance of rainwater and other contaminants must be covered to prevent further damage. An identification tag with NSN, DODAAC and document number must also be attached.

(4) Repairable items will be exchanged at Bldg. No. 2781-B. In the event assets are not available for a one-for-one issue, unit will receive a copy of DA Form 2765-1, annotated "due-out". That copy will be returned to the RXA when unit is advised that repairable is ready for pick-up. Customers are responsible for verifying item being issued is correct NSN.

(5) Any additional requirements on repairable items turned in which have failed for reasons other than fair wear and tear (i.e. batteries) will be determined by the repairing facility, who will notify the affected unit.

(6) The Automotive Field Contact Team will be notified, 624-4604, when it becomes necessary to issue or turn in combat, tactical wheel, and track vehicle transmissions, engines, and powerpacks when the organization diagnoses a fault, or upon receipt of DA Form 3254-R (Oil Analysis Recommendation and Feedback) that a component needs replacement. Upon completion of their inspection, the Contact Team will take action as necessary.

(7) Units receiving an item issued from the RXA which appears to be or is suspected of being unserviceable will prepare a SF 364 (Report of Discrepancy [ROD]) and notify the Logistics Assistance Office. The Logistics Assistance Office will send a representative to verify the fault and annotate the QDR. The items should be returned to the RXA for a one-for-one replacement.

b. DBOS Stock Control/Storage Branch.

- (1) Operate RXA the hours specified on the RX list cover sheet Monday-Friday.
- (2) Ensure RXA customer prepares all required paperwork IAW prescribed directives.
- (3) Check item requested against current RXA list.
- (4) If item does not meet the requirements listed above, explain to the customer exactly what must be corrected before the item can be accepted.
- (5) When assets are available for a one-for-one exchange, item will be issued. A copy of DA Form 2765-1 will be annotated "Issued" and returned to the customer.
- (6) When assets are not available for a one-for-one exchange, a copy of DA Form 2765-1 will be annotated "Due-Out" and returned to the customer.
- (7) Notify unit when item is ready for issue. Unit will return to Bldg. No. 2781-B with their copy of DA Form 2765-1, which has previously been annotated "Due-Out". RXA will issue reparable to the unit, annotate copy of DA Form 2765-1 "Issued" and return the copy to the customer.

Chapter 3

Air Materiel Items

3-1. Supporting Supply Activity. The DBOS Stock Control/Storage Branch is the supporting supply activity for requesting Class IX aircraft repair parts.

3-2. Issue of Aircraft. DA Form 2765-1 (Request for Issue or Turn-In) and DD Form 1348-1A (Issue Release/Receipt Document) will be prepared in accordance with AR 710-2-1 and as prescribed in this directive.

3-3. Inspection of Air Materiel Items Before Turn-In. All air materiel items will be inspected before turn-in. The condition code will be annotated in block P of DD Form 1348-1A.

Chapter 4

Issue and Control of Petroleum, Oils, and Lubricants (POL)

4-1. Packaged Products. Authorized users may obtain packaged products by submitting a properly prepared DA Form 2765-1 to the DBOS Stock Control/Storage Branch. The issue/use and storage of packaged products must be based upon shelf life, i.e. first-in/first-out to prevent minimum expiration of products. Note: If the shelf life expires, contact DBOS Stock Control/Storage Branch, ATTN: POL Surveillance, phone 624-1345, for coordination of testing and/or disposition.

4-2. Procedure to Obtain Limited Quantity of Motor Gasoline (MOGAS). Limited quantities of MOGAS required by units without bulk storage tanks will be obtained by using U.S. Government Credit Card for purchases not covered by DESC (Defense Energy Support Center) contracts. Procedures for issue, use or storage of this card are outlined in chapter 12, DA Pam 710-2-1 and Fort Knox Reg 700-1, paragraph 4-8.

4-3. Bulk Fuel Requirements. The request for delivery of bulk fuel to unit storage tanks will be accomplished as follows:

a. Submit a completed DA Form 2765-1 to the DBOS Stock Control/Storage Branch at least 3 business days before required date, indicating type of product required, date required, building number, tank number and location of storage site. The request must also have a POC and phone number listed for notification of delivery by POL personnel.

b. Requests will ordinarily be for the maximum quantity or full tank load of the product (approximately 8,000 gallons).

4-4. Receiving/Off-Loading of Bulk Fuel Tankers.

a. DBOS Stock Control/Storage Branch personnel will inspect all incoming fuel tanker deliveries at POL Receiving and Inspection Point, Bldg. No. 9320, Magazine Rd, per paragraphs 12-23 and 12-24, DA Pam 710-2-1, and DLA contract bulletin as follows:

(1) Verify that delivery ticket/terminal ticket contains the loading meter readings, American Petroleum Institute (API), and temperature at time of loading.

(2) Thoroughly inspect tanker to ensure that loading seals are intact and serial numbers on seals are recorded on loading document, and that tanker contains no leaks and is safe for delivery of product.

(3) Break upper seals on each compartment manhole cover and determine product is in fact the product listed on delivery ticket. Stick each compartment for water bottom using water-finding paste. Measure the exact inches to 1/8 inch increment in each compartment. Take API gravity and temperature of fuel. Consult certified capacity tables furnished by contractor for each tanker to arrive at gross gallons on board. Use observed API gravity and temperature to adjust gross gallons to net gallons. If net gallons observed are within one half to one percent of net gallons reflected on ticket, the ticket net will be amount received. If not within one half to 1 percent, DBOS Stock Control/Storage Branch POL personnel will adjust to what is actually observed in net gallons per DA Pam 710-2-1 and DLA contract bulletin. Upper seals will be given to customer by DBOS Stock Control/Storage Branch POL personnel for customer verification.

(4) Prepare and complete blocks 1 through 2.1, DA Form 3857 (Commercial Deliveries of Bulk Petroleum Products Checklist), on each load of fuel received to include arrival time of tanker. Notify receiving activity that product has arrived.

(5) Provide tanker escort to off-loading sites and ensure that unit personnel are on hand to receive/off-load tanker and accept all documentation relative to delivery.

b. Unit personnel are responsible to complete the following actions:

(1) Stick storage tank(s) that is to receive incoming fuel before arrival at commercial tanker. Take API gravity and temperature and convert to determine net quantity in storage tank by volume correction per FM 10-67-1.

(2) Check upper seals removed by DBOS Stock Control/Storage Branch POL personnel and lower seals still applied to discharge outlets to verify that seal numbers correspond with numbers recorded on delivery ticket. After verification, remove lower seals in preparation for off-loading fuel.

(3) Ensure delivery vehicle is properly grounded before hose is connected to receiving tank inlet hatch and fire extinguishers are at the drop site (NOT INSIDE THE BUILDING) and manned.

(4) Upon completion of delivery, check all compartments, manifold lines, and hoses on delivery vehicle to ensure that all fuel has been delivered into storage tank. Record time out on carrier's delivery document and return to carrier. Notify POL Inspection Point, phone 624-1345, of time out on delivery vehicle.

(5) Approximately 2 hours after delivery, repeat the action in paragraph 4-4b(1) above. This is to allow for settling and the temperature and gravity to determine the net gallons on hand.

(6) Complete block 4 on DA Form 3857, enter date and signature, and handcarry within 24 hours after receipt of fuel to DBOS Stock Control/Storage Branch, ATTN: POL.

4-5. Petroleum Quality Surveillance and Technical Advisory Program.

a. Quality surveillance, technical assistance, and advisory visits must be performed for POL storage facilities. DBOS Stock Control/Storage Branch personnel are responsible for performing these functions at all bulk/packaged POL storage sites at this installation.

b. A DBOS Stock Control/Storage Branch POL surveillance representative will conduct unannounced inspections of each POL storage site periodically. The surveillance representative will report to the unit S4 or activity administrative office. Exit interviews will be conducted with personnel as desired by the unit/activity. A copy of the checklist will be left with the responsible unit representative at the completion of the visit. Written reports will be forwarded through channels to the unit commander for information and necessary action when deemed necessary.

c. Quality surveillance and/or sampling of POL are necessary to ensure that quality products are supplied and to prevent unsatisfactory conditions in the use of an inferior product. DBOS Stock Control/Storage Branch POL personnel will take samples of products and ship via express to the appropriate depot for testing as follows:

- (1) Quality contract monthly.
- (2) When contamination of fuel is suspected.
- (3) Immediately upon an aircraft crash
- (4) As deemed necessary per FM 10-67-1, DA Pam 710-2-1, and MIL-Handbook 200G.

e. Packaged petroleum products must be inspected at the frequencies in Table IV of MIL-Handbook 200G. These tables list by specification the minimum inspection, retest frequencies, and establish tests to be performed on products with expired shelf life. A retest frequency is a prescribed time in months from the date of manufacture on the container or carton. The Army Master Data File (AMDF) under columnar heading Shelf Life Code (SLC) shows the frequencies for items to be sampled/tested. If in doubt about product's satisfactory shelf life, contact POL Surveillance, phone 624-1345. It is the unit/user's responsibility to properly store packaged petroleum products in such a manner that products are used on a first-in-first-out basis.

4-6. Protection of Fuel Storage Facilities.

a. Commanders responsible for bulk fuel storage facilities must take adequate precautions to determine the sabotage or unauthorized use of POL products. The following are minimum security requirements for protection of POL.

(1) Lighting must be adequate to observe the activities of any personnel around the pumps and filler pipes. Action will be taken to ensure that existing lights are adequately maintained and turned on during hours of darkness. If additional lighting is required, DA Form 4283 will be submitted to DBOS.

(2) Pump-dispensing nozzles will be locked to pumps with secondary padlocks when not in actual use, except when an attendant is on duty. This applies even though the pump may be controlled by remote cutoff switches. If necessary, a chain with a minimum of 3/8 inch links will be used to secure nozzle to pump. Use of lock open device which permits unattended dispensing of fuel is unauthorized per FM 10-67-1.

(3) Filler pipe caps will be locked with a secondary padlock. If caps are not adapted for locking, DA Form 4283 will be submitted to DBOS requesting modification of filler caps to enable locking.

(4) In those areas having roving or walking guard patrols, the guard orders will include a provision for an hourly physical check of filler pipe caps and dispensing pumps.

b. Packaged POL products, i.e. oil, grease, etc., will be stored within secured fenced-in enclosures or locked buildings.

c. Reporting procedures. Suspected sabotage of POL products will be reported as a CATEGORY I serious incident per the procedures outlined in AR 190-40.

4-7. Unit Responsibilities.

a. General.

(1) Each POL-dispensing facility will have a SOP indicating the correct procedures for receiving, storing, issuing/dispensing, and securing POL products to ensure the following:

(a) All necessary safety precautions are established and followed for the proper receipt, storage, and issue of flammable and combustible POL products as found in FM 10-67-1 pertaining to specific operations.

(b) The POL storage area is maintained in a neat and orderly manner, and all packaged containers are properly marked and stored.

(c) All waste material is stored and marked per the provisions of FM 10-67-1 and DA Pam 710-2-1.

(d) "No Smoking" signs are posted throughout the area, and designated smoking areas are established and marked at a safe distance. Smoking **will not** be allowed in the POL office adjacent to dispensing pumps.

(e) Dispensing hoses are approved type with built-in grounds. Hoses are tested periodically for static conductivity, and tests are recorded.

(f) Only safety cans are authorized for use to obtain gas for MOPEDS, lawn mowers, generators, etc. Safety cans or other portable service-type containers of flammable liquids having a flash point at or below 100°F or bearing a DOT Red Label will be painted red with a yellow band around the can and/or the name of the contents conspicuously stenciled or painted in yellow on the side of the can. Water cans will not be used for POL products.

(2) Commander/directors responsible for POL operations shall appoint, in writing, a disinterested individual to make a monthly inventory reconciliation, review petroleum accountability records, physically observe and authenticate the month-end physical inventory, and make a monthly inspection of the POL facilities.

(3) Petroleum drained from vehicles, aircraft, or engines will be collected and disposed of per DA Pam 710-2-1.

(4) The refilling of containers with other than the original product is restricted to emergencies only, and then only when the containers are cleaned and properly marked with the refilled product.

(5) Aircraft fueling and defueling operations are conducted per FM 10-67-1.

(6) Filter separators on aviation fuel storage tanks and refuelers are inspected and water drained daily to prevent contamination. These filters must be replaced at least every 24 months or at the time specified by the manufacturer. The date of the last filter change will be stenciled on the housing.

(7) All personnel assigned duties relative to petroleum-handling operations must be qualified to perform these duties in a safe and efficient manner. Qualification can be obtained by attending the Petroleum Handlers Course conducted periodically by DBOS Stock Control/Storage Branch POL personnel, phone 624-1345.

b. Operation of dispensing facility. The unit POL attendant will accomplish the following before during, and at the close of each day of operation.

(1) Before the start of operation, measure the storage tanks for detection of leaks and determination of the amount of fuel on hand. Temperature API gravity will be taken and conversion to 60°F processed. Measurement will be recorded on DA Form 3853-1 (Innage Gage Sheet). Meter reading(s) will also be taken and recorded on DA Form 5831-R (Petroleum Products Inventory Control Sheet), figure 4-1.

(2) Test the storage tanks for the presence of water by means of a water-finding paste. If water is present, it will be pumped out as soon as possible. Accounting for the quantity removed will be per procedures prescribed in FM 10-67-1. The amount of water in the tank will be indicated on DA Form 3853-1.

(3) At the close of business, repeat the operation as described in subparagraph (1) above.

(4) Fuel received on DA Form 2765-1 will be posted as a receipt. Returns (dump back) will be treated as a receipt. However, fuel should not be returned to the underground bulk storage tank except in cases of emergency, since this will cause the actual consumption to be inflated and cause possible contamination.

(5) Issues to individual vehicles/equipment must be recorded on DA Form 3643 (Daily Issues of Petroleum Products) and legibly and properly signed by the vehicle operator. Issues of bulk petroleum will be recorded to the exact tenth of a gallon pumped. All entries on DA Form 3643 will be in ink. Corrections must be initialed by the receiving individual. Dispensing pump opening and closing meter readings are to be recorded and compared against daily gallons/tenths dispensed each day.

(6) Daily issues reflected on DA Form 3643 will be totaled each day and the amount entered on DA Form 3644 (Monthly Abstract of Issues of Petroleum Products and Operating Supplies). The completed DA Form 3643 will be forwarded daily to the unit bulk fuel accounting activity.

(7) The DA Form 3644 will be totaled monthly, verified by a responsible designated individual, and forwarded to the unit bulk fuel accounting activity.

c. Control/accountability of bulk POL. Accountability will be per Section IV, DA Pam 710-2-1.

4-8. Credit Card Requests. Requests for credit card will be prepared on DA Form 2765-1 and accounted for on the unit property book. A memorandum for record will be prepared and provide the following information: purpose of request, point of contact, phone number, e-mail address (if available) and unit APC (account processing code). This justification will be attached to the DA Form 2765-1. This card may only be used for tactical/rental or leased vehicles (not GSA) and for emergency POL purchases.

a. Lost or stolen credit cards will be reported IMMEDIATELY by telephone to the DBOS Stock Control/Storage Branch (DSN 464-1046, commercial (502) 624-1046). A written follow-up notification to DBOS, Stock Control/Storage Branch, ATTN: ATZK-OSS, is required to confirm that the credit card was lost or stolen. A statement outlining the last known whereabouts of the card and the circumstances surrounding its disappearance will be prepared by the last individual to sign for the card and forwarded with the follow-up notification. The using unit commander will ensure that the appropriate documentation is prepared and processed.

b. Excess, expired, or unserviceable credit cards will be turned in by using DD Form 1348-1A and sent to the Stock Control/Storage Branch, Stock Control Section, POL credit card manager.

c. A reconciliation of credit cards between PBO and hand receipt records holder will be conducted monthly. Cards that cannot be reconciled must be reported per paragraph 4-8a.

d. All commanders/personnel responsible for credit card control must monitor/exercise methods that will avoid illegal purchase.

4-9. Use of Credit Cards to Purchase Authorized Services/Supplies.

a. It is the responsibility of the drivers/operators to obtain petroleum products and related supplies/services needed to maintain their vehicles at the lowest overall cost (price and factors considered) to the Government; to obtain a copy of the delivery ticket for each purchase, verify that all pertinent information, i.e., TMP bumper number, USA number, and organization where the driver is assigned, is recorded on the ticket before acceptance. A list of the authorized services and service stations is contained in brochure "Government Vehicle Operators: Your

Guide to Service Stations for Gasoline, Oil, and Lubrication.” Purchase of premium gasoline, washing and cleaning is excluded. All personnel using credit cards must be thoroughly familiar with the contents of this publication. Copies may be obtained by contacting the DBOS Stock Control/Storage Branch, POL, phone DSN 464-1046 or commercial (502) 624-1046.

b. All units/activities will retain a copy of credit purchases for accounting and reporting purposes. A consolidated report will reflect the total quantity and cost of each type of fuel purchased and submitted each month to the appropriate control/budget office.

c. Credit cards will not be used to service vehicles when a Government facility is available.

4-10. AVGAS and Jet Fuel Identaplates.

a. The following procedures govern the control and use of identaplates.

(1) Activities will use only those identaplates issued by DBOS Stock Control/Storage Branch. Accountability for identaplates will be per property book procedures.

(2) Requests for new or replacement identaplates will be submitted to DBOS Stock Control/Storage Branch using DA Form 2765-1. Information required includes complete tail number and type of the aircraft, type of fuel, user DODAAC, DODAAC of the bill-to-address if different than user, fund code, and APC.

(3) Each aircraft must have a separate identaplate, which will be kept with the aircraft logbook. Identaplates will not be transferred with aircraft upon permanent transfer to another unit.

(4) Lost identaplates will be reported immediately by telephone to the DBOS Stock Control/Storage Branch (DSN 464-1046, commercial (502) 624-1046). A written follow-up notification to DBOS Stock Control/Storage Branch, ATTN: ATZK-OSS, is required to confirm that the identaplate is lost or stolen. The using unit commander will ensure that appropriate documentation is prepared and processed per procedures for lost or stolen credit cards.

(5) DD Form 1348-1A will be used to turn-in excess, expired, and/or unserviceable identaplates to DBOS Stock Control/Storage Branch, ATTN: POL.

(6) A reconciliation of identaplates between the property book records and DBOS Stock Control/Storage Branch records is required annually. As of 1 Jan each year, the number of identaplates on hand, identified by identaplate and tail number of the aircraft, will be reported to DBOS Stock Control/Storage Branch, ATTN: POL.

(7) All identaplates are replaced automatically by U.S. Army General Materiel and Petroleum Activity, New Cumberland, Pennsylvania, to be used for a 2-year period. When DBOS Stock Control/Storage Branch receives the identaplates, the using activity is notified to submit a DA Form 2765-1 to DBOS for issue of the new identaplate(s). If an identaplate becomes unserviceable or a new aircraft is received, the using activity may request a replacement or a new identaplate per paragraph 4-10(2).

b. Pilots obtaining fuel from the Defense Fuel Support Center (DFSC) into-plane contract must ensure that:

- (1) A properly prepared identaplate is used.
- (2) At least one crew member is present during servicing to ensure the refueling is properly done and to verify that the quantities received or defueled are correct.
- (3) Only those items/services listed in the current Into-Plane Contract Bulletin are purchased.
- (4) Contractors do not conceal the cost of unauthorized items/services on the DD Form 1896 (Jet Fuel Identaplate)/DD Form 1897 (AVGAS Identaplate) by increasing the number of gallons charged/received. Only the actual quantity dispensed into the aircraft is to be accepted as valid.
- (5) DD Form 1896/1897 is prepared accurately and completely, including: quantity, customer signature, grade, SSN, and the name of unit (name/grade/SSN must be printed).
- (6) Credit cards are not used in lieu of identaplates for refueling.
- (7) All units/activities will retain a copy of DD Form 1896/1897 for accounting and reporting purposes. A consolidated report reflecting the total quantity and cost of each type of fuel purchased will be submitted each month to the appropriate control office. After the control office compiles the necessary data, it will forward the DD Form 1896/1897 to G3/Directorate of Plans, Training, and Mobilization (DPTM), PM, Bldg. No. 1117, Sixth Avenue.

PREPARATION INSTRUCTIONS FOR DD FORM 5831-R

1. POL Product. Enter product nomenclature.
2. Month/Year. Enter month and year.
3. Organization. Enter the name of the organization.
4. Tank Capacity. Enter the tank capacity in U.S. gallons.
- 5a. Prior Balance. Enter previous day closing physical inventory.
- 5b. Quantity Received, Column b. Enter total gallons received this date.
- 5c. Issued, Column c. Enter total gallons issued this date.
- 5d. Balance, Column d. Add daily receipts to previous balance then subtract daily issue.
- 5e. Meter Start, Column e. Enter beginning meter reading for this date.
- 5f. Meter Closing, Column f. Enter closing meter reading for this date.
- 5g. Meter Check, Column g. Verify that daily issues added to beginning meter reading equals closing meter reading.
- 6a. Innage Gauge, Column h. Enter physical innage gauge (measured quantity in tank).
- 6b. Water Volume, Column i. Enter measured quantity of water in tank.
- 6c. Closing Balance, Column j. Enter measured quantity of fuel in tank. (Total quantity in tank minus water volume).
- 6d. Difference plus/minus, Column k. Enter difference between book value (Column 5d) and closing physical inventory balance (Column 6c).

Figure 4-1. Preparation Instructions for DA Form 5831-R

Chapter 5

Hazardous Material Control Center

5-1. Operating Policies and Procedures.

a. The Hazardous Material (HAZMAT) Control Center is a centralized center for hazardous material control with the mission of tracking hazardous material throughout its life cycle at any facility on this installation.

b. Part of our mission is to assist customers by providing the best support possible for their mission when dealing with hazardous material. At the same time we are tasked to adhere to the U.S. Government policy for supply and property accountability. Paperwork is frequently required, and while implementing this program we have tried to keep it to a minimum and streamline procedures as much as possible.

c. Centralized control generally includes the following elements: track materials through screening and monitoring hazardous materials that are issued; reduce inventory quantity at the user level; redistribution of excess materials, and reutilization of used serviceable materials. Reducing excess hazardous material at the work site and using proper storage procedures will reduce waste streams, prevent pollution, and conserve natural resources. We are all responsible for environmental protection, and support for this program will ensure a cleaner and safer environment.

5-2. Hazardous Material Control Center Responsibilities.

a. The Hazardous Material Control Program has several significant benefits, but the main focus of the program is cost savings and pollution prevention. Cost savings comes from reducing hazardous material purchases and a reduction in the amount of hazardous waste disposals. Re-use and recycling of used material will reduce waste generation and smaller inventories will decrease the potential for spills and fires.

b. The HAZMAT Center will provide centralized tracking and control of hazardous materials used on this installation. Ignitable, corrosive, reactive, toxic, and potential environmental pollutant materials used in maintenance or industrial processes will be monitored. The following categories of materials are currently excluded from tracking through the HAZMAT Center and will continue to use current established supply procedures.

(1) General Office and Cleaning Supplies

(2) Medical Material

(3) Ammunition Material

(4) Lead Acid Batteries

c. The largest categories of hazardous material that will be handled will consist of cleaning solvents, adhesives, paint, POL products, dry cell batteries, and NBC type items.

d. The HAZMAT Control Center will provide logistical support and related supply assistance to support customers when dealing with hazardous materials. Our goals are to save the customer money, reduce waste generated by the installation, prevent pollution, and provide support without interfering with the organization's mission.

e. All customers will be briefed on the HAZMAT Center concept and operation and a copy of HAZMAT User's Manual will be provided. A Master Inventory List of free issue items will be available for the customers on request. This list is subject to change without notice.

f. The HAZMAT Center will process all hazardous material, except for items excluded in paragraph 5-2b through an automated system that will track the location and use of the material. We will take possession of your excess serviceable material and advertise them for free issue.

g. Upon request, we will provide the customer with feedback on hazardous materials issued and the total dollars saved by using this program.

5-3. User Responsibilities.

a. User awareness and understanding of how the Hazardous Material Control Program operates will save your organization money on hazardous material. By following the established guidelines, you will find this program a great asset to your organization. Commanders and supervisors are responsible for making sure that all personnel are aware of the program and are following the correct procedures. Organizations need to establish unit-level procedures and provide personnel with accurate information about proper handling, storage, use, and disposal of hazardous material.

b. Users will:

(1) Select hazardous materials that will incur the lowest practical life-cycle cost and the lowest risk to personnel and the environment.

(2) Manage inventory to minimize the quantity of hazardous materials used, stocked, and requisitioned to help reduce the quantity of hazardous waste generated. A 30-day or less

supply on hand is recommended to reduce stockpiling and potential spills. Ordering authorized materials and quantities needed for the current mission will reduce on hand inventory levels.

(3) Provide the HAZMAT Center with a current DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) and current appointment orders or a copy of assumption of command order.

(4) Establish and maintain an Authorized Use List (AUL) for all hazardous materials. This list will include Stock Number, Manufacturer, Part Number, Nomenclature, and date added to the list. This is a central list of materials which the user acknowledges are intended for use in their organization. Commanders or supervisors will sign as the person authorizing the list.

(5) Provide copies of the AUL to the HAZMAT Center, Armor Branch Safety Office (ABSO), Environmental Management Division (EMD), and Industrial Hygiene. This will be updated on an annual basis.

(6) Establish and maintain a file of Material Safety Data Sheets (MSDS) for all materials on the AUL. This is an OSHA requirement and part of the Employee Right to Know Act for hazardous materials.

(7) Make sure that all hazardous materials have been labeled and processed through the HAZMAT Center for accountability.

(8) Promptly turn-in unneeded serviceable hazardous materials to the center.

(9) Check HAZMAT Master Inventory List before buying hazardous material through any other source.

5-4. Material Issue Procedures.

a. Hazardous materials that are processed through the HAZMAT Center for accountability will use the following procedures:

(1) Customer must have a current DA Form 1687, and a copy of Appointment Orders or Assumption of Command, before receiving controlled hazardous materials. Only authorized personnel will be permitted to draw supplies. Customers should check the HAZMAT Master Inventory to see if the material is available for free issue before submitting requisitions through normal supply channels.

(2) Timely pickup of supplies is a must. Customers have 1 working day to pickup supplies after notification.

(3) Hazardous materials will not be transported in POVs.

(4) Materials will be labeled for tracking and accountability.

(5) Any deficiencies with an order (size, wrong item, or quantity) will have to be corrected by the requester and supplier. The HAZMAT Center will be informed if materials are returned to the supplier. This is necessary to maintain accurate inventory and tracking records.

b. Free Issue Materials.

(1) Free issue items are excess materials that are stocked at HAZMAT Center and are issued free of charge to the customer.

(2) The material issue will be processed in the automated tracking system. Customers will sign for materials on issue document generated by the system.

c. Normal Supply System Requisitions.

(1) Hazardous materials used for maintenance or industrial processes must be recorded into the HAZMAT Center automated tracking system prior to use. This is accomplished by having the materials shipped and delivered to the HAZMAT Center. The HAZMAT Center functions as the Central Receiving Point for hazardous material on the installation.

(2) Customers will still submit requests for standard hazardous material on DA Form 2765-1 or for local purchases material on DD Form 1348-6 through their normal supply channels.

(3) Hazardous material requisitions must use the HAZMAT Center as the supplementary address. On DA Form 2765-1, block 15, or on DD Form 1348-6, card column 45-50, enter the DODAAC (W811BU). Central Receiving will direct all shipments of controlled hazardous material to the HAZMAT Center for processing and labeling.

(4) Customers will be notified by telephone when materials are ready for pickup.

d. Credit Card.

(1) Credit card managers must monitor credit card use and ensure proper procedures are being followed when purchasing hazardous materials.

(2) Credit card purchases will be processed through the HAZMAT Center. Suppliers must be notified that the HAZMAT Center, Bldg. No. 2786, St. John Motor Pool, Fort Knox, KY 40121-5000 is the ship-to-address. To avoid unnecessary delay in processing, it is important that the requester's name and DODAAC be on the order. For example: HAZMAT Center, ATTN: (W899BU), John Doe, Your DODAAC, Your Name, Bldg. No. 2786, Fort Knox, KY 40121-5000.

(3) Customers who pickup material from local suppliers must process the material through the HAZMAT Center before use. The material will be processed on a walk-in basis and with minimal delay. Large orders can be left for processing and pickup later.

5-5. Material Turn-In Procedures.

a. Excess Material:

(1) Excess serviceable hazardous material, will be turned in to the center. Monetary credit will not be given for materials turned into the HAZMAT Center. Excess serviceable material above the inventory goals will be stocked and provided as free issue to other HAZMAT customers.

(2) The HAZMAT personnel will inspect all materials before acceptance using the following criteria:

(a) Serviceable material

(b) 1/4 or more full

(c) Original container, with a readily identifiable label

(d) Good condition (not leaking, excessively rusty, badly dented)

(e) A common use material

(f) Not expired (check the expiration date to ensure material is still usable. Shelf life item expiration date may be extended and is governed by DOD 4140.27m).

(3) Contact the HAZMAT Center to setup an appointment for large quantities. Small quantities can be handled on a walk-in basis.

b. HAZMAT Center will not accept or process hazardous waste. Any partial containers not meeting the above criteria will be disposed of as hazardous waste by the generator. All waste will be turned in through the DBOS Environmental Management Division following the guidelines outlined in the DBOS Environmental Control Handbook. When materials tracked by the HAZMAT Center becomes waste in the customers possession, the HAZMAT Center will be notified by removing the HAZMAT Label and returning it to the HAZMAT Center. Returning the label will help keep inventory records accurate.

c. Return Container:

(1) Return containers are unused materials or empty containers that were issued and labeled for tracking through the HAZMAT Center. These items may be turned in with out any additional paperwork.

(2) Customers will collect and transport containers to the HAZMAT Center so information on the label can be recorded and the amount of material used, spilled, and not used entered into the data base. Failure to return the containers for accountability may result in requisitions for similar items being rejected until the previous issue is accounted for.

Chapter 6

Protective Masks

6-1. General.

a. All TOE organizations will maintain the full allowance of protective masks authorized by appropriate authorization documents. TDA organizations/activities are authorized to keep only that number of protective masks required to accomplish training.

b. Protective masks required for domestic emergency teams and task force assignments will be provided from allowances on hand and will not be requested and stored for those specific teams or force assignments.

6-2. Organization/Activity Procedures.

a. Organization/activity commanders are responsible for organizational maintenance and routine inspection of protective masks.

b. Unserviceable masks:

(1) Masks suspected of being in need of repair by unit NBC personnel will be turned in to the DBOS Maintenance Operations Branch on DA Form 2407 (Maintenance Request) for a technical inspection to verify condition of masks. Masks will be appropriately tagged and returned to the unit with completed Maintenance Request showing Condition Code H or F. Units/activities will turn in unserviceable assets to DBOS Supply Management Branch, using DD Form 1348-1A (Issue Release/Receipt Document). DBOS Supply Management Branch will request disposition instructions from the NICP.

(2) Masks rendered unserviceable as a result of other than FWT will be accounted for per AR 735-5.

c. Organization/activity commanders will demilitarize filter elements (FSN 4240-00-678-8474) removed from protective masks for replacement, after the elements have served their intended purpose. No certificate of destruction is necessary as filter elements are expendable, nonrecoverable, and controlled only to the extent that they are required to be demilitarized by burning. Replacement filter elements will be requested through normal supply channels.

d. Organization/activity commanders will obtain protective mask corrective lenses when required. Individuals requiring corrective lenses inserted in their protective masks will be directed to report to the Optometry Section, MEDDAC, Bldg. No. 851, Ireland Ave., with both protective masks and health record.

6-3. Replacement Masks.

a. Units will prepare DA Form 2765-1 for replacement masks with exception data (i.e. quantity authorized, quantity on hand, turn-in or adjustment document number) annotated on the document. The Project Code Block must be annotated with code "MPX."

b. In addition to the above procedures, units must provide in writing a letter citing authorization document, date of change, and effective date of change for any additional gas mask requirements.

c. Requisitions received from units for replacement items will be submitted by DBOS Supply Management Branch per AR 725-50 in MILSTRIP format to HQ AMCCOM, ATTN: DRSMC-OC-MM. Message will contain the name, message address, and telephone number of the Installation Action Officer who verified the requirements.

Chapter 7

Turn-In Procedures

7-1. General.

a. Supplies and equipment, except as indicated below, will be turned in to DBOS Stock Control/Storage Branch, Inspection and Classification Unit. Some items require inspection by DBOS Maintenance Operations Branch before being turned in (refer to specific paragraphs of this chapter). DD Form 1348-1A (Issue Release/Receipt Document) will be used for turn-in of all items and the unit/activity will receive the original copy upon completion of turn-in with the exception that the DBOS Stock Control/Storage Branch will retain the original copy when the carbon copies are not legible. This includes line-outs and corrections. Separate forms must be prepared for serviceable and unserviceable items of the same NSN. Sample copies of the DD Form 1348-1A are at figures 7-1 and 7-2. Items are to be clean of all excess grease and dirt before turn-in.

b. The following items will be turned in as indicated:

- (1) Ammunition and/or residue will be turned in as prescribed by chapter 15.
- (2) Major items of equipment and weapons will be turned in as prescribed by paragraph 7-2 below.
 - (a) All log book items go to Bldg. No. 2781-A.
 - (b) Weapons and CCI go to Bldg. No. 2781.
 - (c) All other major end items go to Bldg. No. 2807.
- (3) Personal clothing will be turned in as prescribed in chapter 11.
- (4) Scrap metals and waste oil will be turned in as prescribed by chapter 8.
- (5) Mechanical kitchen and refrigeration equipment will be turned in as prescribed in AR 30-1 and inspection sheet will have authorization clearance stamp from Services Division.

c. Turn-in of Computer Paper and Computer Cards. Organizations/activities will turn in computer paper and computer cards to DBO Recycling Branch as follows:

(1) Computer paper will be placed in its original cardboard container or a suitable cardboard box. If the box does not have a lid, tape will be applied across the box in such a manner to ensure that paper does not fall out during transportation. Carbon interleaved or carbon impregnated paper will not be salvaged.

(2) Computer cards will be placed in original cartons.

(3) DBO Recycling Branch, 624-5026, will be contacted to establish a schedule for pickup by DBO personnel.

d. Items being turned in serviceable or unserviceable that are hazardous will require the following:

(1) Materiel in leaking, broken, badly rusted, or bulging containers will not be accepted. These containers will be properly placed in overpack container. The container will be properly identified to include the NSN, nomenclature, and quantity of contents. It will also have the proper hazardous label, such as flammable, corrosive, poison, etc.

(2) The turn-in documentation must have a Materiel Safety Data Sheet (MSDS) with the turn-in. These may be obtained through the installation safety office or DBOS Environmental Branch.

(3) DBOS Stock Control/Storage Branch will not accept any turn-ins of hazardous waste. This waste should be turned in to DRMO with coordination with DBOS Environmental Branch as a hazardous waste.

7-2. Turn-In of Major Items.

a. Once major items (Class VII) have been inspected for turn-in, they must be turned in to DBOS, within 72 hours. All other items requiring technical inspection must be turned in within 5 workdays. For Test, Measurement, and Diagnostic Equipment (TMDE), ensure the calibration is current, and a completed DA Form 3590 (Request for Disposition or Waiver) accompanies the turn-in.

b. Generally, these procedures apply to tactical vehicles, combat vehicles, and major items of engineer equipment. However, in some cases they will apply to any piece of equipment that has components or which is centrally managed by a National Inventory Control Point (NICP). Regardless of the reason for disposal, the following is a chronological order of events that must occur in order to effect turn-in of above type items:

(1) The owning unit will:

(a) Prepare DA Form 2407 (Maintenance Request) per sample shown at figure 7-3, requesting that the equipment be technically inspected in preparation for turn-in.

(b) Deliver the maintenance request and the equipment along with the Component of End Items (COEI) to DBOS Maintenance Operations Branch for inspection. Basic Issue Items (BII) will be retained by the unit.

(c) Coordinate with the Major Items Section, DBOS Stock Control/Storage Branch (624-1953) for verification of turn-in standards for major items centrally managed by an NICP.

(2) DBOS Equipment Maintenance Division will:

(a) Provide copy #1 (green copy) of the maintenance request to the unit as receipt for equipment. Equipment must meet acceptance criteria before acceptance.

(b) Coordinate with the Major Items Section to determine turn-in standards to be met based on NICP guidance, local requirements, advance disposition instructions, or other pertinent information.

(c) Perform the technical inspection of equipment as required and annotate all deficiencies on DA Form 2407. The equipment condition code will be recorded on the face of the maintenance request and signed by two inspectors per current policy. (See figures 7-3, 7-4, and 7-5).

(d) Based on the turn-in standards for the item, DBOS Equipment Maintenance Division will accept the item or return it to the unit for correction of appropriate deficiencies (organizational/direct support). When the item meets the acceptance criteria, DBOS Equipment Maintenance Division will accept the equipment, place it under their control, and notify the turn-in point, Bldg. No. 2781 (624-6923). A completed copy of DA Form 2407 will be provided the unit to accompany turn-in document (DD Form 1348-1A, figure 7-6) to the DBOS, Stock Control/Storage Branch.

(e) DBOS, Equipment Maintenance Division will prepare technical inspection documents DA Form 461-5 (Vehicle Classification Inspection Form) or DA Form 3590 (if required) as directed by the Major Items Section to request disposition instructions from the appropriate NICP. The equipment condition code shall also be recorded on the technical inspection document per current policy.

(f) Forward the technical inspection documents to the Major Items Section. Equipment shall be retained under the control of the DBOS Equipment Maintenance Division until released to the turn-in point, Bldg. No. 2781.

(3) The Major Items Section will provide units/activities with turn-in standards on major items based on contact with the NICP for current requirements for the item and turn-in standards, and review of local requirements, advance disposition instructions, and other pertinent information impacting on the turn-in standards.

(4) The owning unit will:

(a) Prepare turn-in document, DD Form 1348-1A. This document shall clearly indicate approval of the supporting property book officer (PBO) by means of a signature or unique stamp. A sample document is at figure 7-6.

(b) Prepare a packing list in three copies. A DA Form 2062 (figure 7-7) from the supply manual or technical manual will be used for the packing list. If preprinted lists are not available, one will be typed locally. In column A of block g, annotate those quantities which are present and slash (/) those lines that are short. Annotate the document number opposite any items which are recorded as short (figure 7-8). BII should be at least 85 percent complete.

(c) Type or stamp the following statement on the last page of the packing list, "All shortages reflected on this document have been accounted for as required by AR 735-5." The statement will be signed by the Commander (figure 7-8.)

(d) Prepare DA Form 2408-9 (vehicles only) in three copies as required for turn-in of equipment.

(e) Deliver green copy of maintenance request to DBOS Equipment Maintenance Division and pick up copy #4 of the maintenance request as verification of job completion.

(f) Call for turn-in appointment, 624-6923.

(g) Deliver DD Form 1348-1A (two copies), DA Form 2062 (two copies), DA Form 2408-9 (one copy), copy #4 of completed maintenance request and BII to the supply representative at Bldg. No. 2781 for turn-in.

(h) The supply representative at Bldg. No. 2781, in conjunction with the Major Items Section, will ensure that all documentation is correct, inventory BII, direct the unit to cancel

those document numbers recorded on the shortage list, and sign unit's turn-in document. Equipment must be clean and complete before acceptance.

c. Special Provisions:

(1) Paragraph 18-9, DA Pam 710-2-2 exempts TRADOC service schools from the requirement to maintain BII at 100 percent fill. Since vehicles are received from the NICP with BII in almost all cases, it is necessary to effect a turn-in of the BII following receipt of the vehicle. Both the PBO and the Hand Receipt Holder are to keep a copy of that turn-in document in a history file for that vehicle. A copy of that document will be required at major item turn-in time in addition to the other documents discussed above. THIS DOES NOT PERTAIN TO COEI.

(2) If during the preparation for turn-in process the unit receives a status from a supply request for required repair parts or components which indicates delivery beyond 90 days, Stock Control/Storage Branch should be contacted for assistance.

d. Turn-in of Major Tool Kits and Sets. Major tool kits or sets (i.e. Common #1, Supplement to Common #1, Common #2, etc.) which become excess to the unit/activity will be turned in to the appropriate supply support activity. Sets and kits which are 85 percent or more complete with no missing nonexpendable components will routinely be accepted for turn-in and processing. Sets and kits at less than 85 percent complete or with missing nonexpendable components will be addressed on a case by case basis. The following procedures will be followed by units/activities supported by this Stock Control/Storage Branch:

(1) Owning unit will:

(a) Contact the Inspection/Classification Section, Stock Control/Storage Branch, (624-7437) for an appointment, and provide information on tool kit or set for turn-in (i.e. NSN, nomenclature, quantity, and percent of set components being turned in). The technical inspection and turn-in of the kit or set will be accomplished at the same time at a location and time mutually agreeable to the parties concerned.

(b) Prepare DA Form 2407 requesting that the tool kit or set be technically inspected.

(c) Prepare turn-in document, DD Form 1348-1A. This document shall clearly indicate the approval of the supporting property book officer by means of a signature or unique stamp.

(d) Prepare component list in three copies. When available, the preprinted DA Form 2062 will be used for the component list. These preprinted DA Forms 2062 are published in

conjunction with selected supply catalogs for sets, kits and outfits. If preprinted lists are not available, one will be typed locally. In column A of block g, annotate those quantities which are present and slash (/) those lines that are short. Annotate the document number opposite any items that are recorded as short.

(e) Type or stamp the following statement on the last page of the Component List, "All shortages reflected on this document have been accounted for as required by AR 735-5." This statement will be signed by the commander.

(f) Deliver tool kit or set to the designated location along with turn-in document (DD Form 1348-1A), Maintenance Request (DA Form 2407) and Component List. Prepare kit or set for technical inspection and inventory.

(2) Inspection/Classification Section will:

(a) Coordinate with owning unit, DBOS, Equipment Maintenance Division, and Major Items Section (as necessary) to arrange for date, time and location for technical inspection, inventory, and turn-in of major tool kits or sets.

(b) Conduct an inventory of the tool kit or set in conjunction with the technical inspection being conducted by the DBOS, Equipment Maintenance Division. As items are inventoried, they will be placed under the control of Inspection/Classification Section personnel.

(c) Upon completion of the technical inspection and inventory, the Inspection/Classification Section will retain control of those tool kits or sets meeting turn-in criteria and sign unit's turn-in document.

(d) Deliver turn-in document, technical inspection, and component inventory list to the Major Items Section for processing.

(3) Maintenance Operations Branch will:

(a) Conduct technical inspection of major tool kits or sets at the time and place designated.

(b) Provide a completed copy of the inspection report (DA Form 2407) to the Inspection/Classification Section and other technical inspection documents as required for requesting disposition instructions from the NICP.

7-3. Guidons and Flags. Guidons and flags are not authorized to be turned in to the supporting supply activity. Disposal of these items must be accomplished per AR 840-10.

7-4. Turn-In of Tool Kits and Sets That are Not Major Items.

a. Tool kits or sets that become excess to the unit/activity will be turned in to the appropriate supply support activity.

(1) Tool kits and sets identified with an alpha character S through Z or numeric 2 through 3 in the second position of the MATCAT code will be turned in as outlined below.

(a) Prepare a packing list in two copies. A DA Form 2062 from the supply manual or technical manual may be used for the packing list. If preprinted lists are not available, one will be typed locally. In column A of block G, annotate those quantities which are present and slash (/) those lines that are short.

(b) Type or stamp the following statement on the last page of the packing list, "All shortages reflected on this document have been accounted for as required by AR 735-5." The statement will be signed by the commander.

b. Sets and kits containing shortages of major components such as generators, air compressors, or other nonexpendable components will not be routinely accepted for turn-in unless the turn-in document includes a copy of Cash Collection Vouchers, Statement of Charges, or Report of Survey, as appropriate.

7-5. Turn-In of Office Machines and Furniture.

a. All office machines must be inspected by DBOS Equipment Maintenance Division before turn-in to the supporting supply activity. Turn-in document will include a copy of the completed DA Form 2407.

b. Unserviceable/repairable office machines and furniture will not be accepted for turn-in but will be repaired and returned to use within the unit or activity. Turn-in of any excess serviceable or unserviceable/repairable items of office machines or furniture requires a statement signed by the commander that the items are actually excess to requirements and that replacement will not be requested. This will be made a matter of review during annual IG inspections.

c. Excess serviceable or unserviceable/repairable office machines or furniture require Weekly Bulletin notice for lateral transfer. If transfers are not accomplished, the item(s) may be

turned in with a signed statement by the PBO that the item(s) were advertised in the Weekly Bulletin and the date of the Weekly Bulletin notice.

7-6. Turn-In of Organizational Clothing and Equipment.

a. Turn-in of OCIE will be accomplished at the Inspection/classification Point. Equipment with recoverable codes other than O or Z will be properly inspected on DA Form 2407 prior to turn-in.

b. OCIE items turned in to Clothing Repair/Alteration Section or DBOS Maintenance Operations Branch for repair that are found uneconomically repairable will be turned in to the Inspection and Classification Section, with a copy of the DA Form 2407 showing the items uneconomically repairable.

7-7. Inspection and Turn-In of Track for all Tracked Vehicles.

a. To prevent turn-in of serviceable track to DRMO and to ensure that excessive replacements are not being requested, the following policies and procedures are established:

(1) At the request of the unit, the Quality Assurance Branch, DBOS Equipment Maintenance Division, will provide qualified track inspectors for on-site inspections and classification of track. Units/activities having qualified technical inspectors may inspect their own track provided they have obtained written approval and certification of inspectors from DBOS Equipment Maintenance Division (see paragraph b below).

(2) All track will be inspected per the criteria established in the appropriate technical manual.

(3) Units/activities requesting inspection of track may establish date, time, and location by contacting the DBOS, Equipment Maintenance Division, Quality Assurance Branch. The unit/activity will have the equipment available for inspection.

(4) Before arrival of quality assurance personnel, the unit/activity will prepare three copies of DA Form 2404 (Equipment Inspection and Maintenance Worksheet) and present to the inspector upon arrival.

(a) The unit/activity will complete blocks 1 through 6 of the DA Form 2404.

(b) The following information will be placed in column c by the DBOS, Equipment Maintenance Division Quality Assurance personnel: type of track; NSN; total track condemned; reason condemned.

(c) Quality assurance personnel will complete blocks 7 and 8. The signature block will include the name, title, and signature of the inspector.

(d) Upon completion of the inspection, quality assurance personnel will leave two copies of DA Form 2404 with the unit/activity.

b. Units/activities may request in writing to inspect and classify their own track and send to the Chief, DBOS Equipment Maintenance Division. The request will contain the name, title, and grade of the individuals to be certified to perform this inspection/classification. Upon approval, they will prepare DA Form 2404 per paragraph 7-7a(4)(a)(b) and (c) above.

c. New track that has been determined by inspection to be unserviceable/uneconomically repairable will be turned in to DBOS Stock Control/Storage Branch, Bldg. No. 2807. A copy of the DA Form 2404 must be attached to the DD Form 1348-1A.

d. DA Forms 2765-1 (Request for Issue or Turn-In) or equivalent to replace unserviceable/uneconomically repairable track may be submitted to the Supply Support Activity with a copy of the DA Form 2404 attached.

e. The above policies and procedures apply only to unserviceable/uneconomically repairable track and will not affect requesting track for initial issue such as changes in PLL quantities.

f. All track will be palletized on 40- by 48-inch pallets, maximum 40 pieces per pallet.

7-8. Technical Inspection of Class IX Repair Parts/Components. Each Class IX repair part/component has a recoverability code (RC) assigned. These codes are found in the AMDF. If a unit/activity has excess Class IX repair parts or components which have a recoverability code other than O or Z, they must be inspected and classified by the Quality Assurance Branch or their designated representative, DBOS Equipment Maintenance Division, using DA Form 2407. A copy of the technical inspection will be provided to the unit/activity. This form must be included with the DD Form 1348-1A when item is turned in to DBOS Stock Control/Storage Branch.

7-9. Equipment Demilitarization. All small arms weapons and repair parts, to include automatic and semiautomatic weapons, machine guns, rifles, pistols, carbines, shotguns and revolvers, pyrotechnic pistols, and other ground signal projectors; insurgency/counterinsurgency-

type firearms and all other small arms and survival weapons up to and including 20mm firearm silencers and mufflers; rifle grenade launchers; rifle scopes and all types of telescopic or optical sights; bayonets, trench knives, switch blade knives, brass knuckles, and all applicable metallic parts, require demilitarization and will be processed as follows:

a. Units/activities will turn in above end items to the DBOS Stock Control/Storage Branch, after items have been inspected and classified by authorized personnel. All serviceable and unserviceable recoverable parts and accessories will also be turned in.

b. All unserviceable small arms weapons parts with a demilitarization code of other than "A" or "B" must be demilitarized before turn-in to DRMO can be effected. The following procedures will apply:

(1) Customers with unserviceable small arms weapons parts will prepare DD Form 1348-1A (turn-in document) in the normal fashion, except that the demilitarization code will be entered in block C. The demilitarization code is found in the "DML" column of the Army Master Data File (AMDF).

(2) Each stock-numbered item or group of items will require a properly prepared DA Form 2407.

(3) The parts and paperwork will be delivered to and turned in to DBOS Stock Control/Storage Branch, personnel will acknowledge receipt of items by signing block 7 of the DD Form 1348-1A.

(4) DBOS Stock Control/Storage Branch personnel will job order the parts to DBOS Maintenance Operations Branch. Following the demilling process, DBOS Stock Control/Storage Branch personnel will turn the parts in to DRMO in the form of scrap metal.

(5) Unserviceable M16 rifle barrels will not be demilled. Stock Control/Storage Branch personnel will ship the barrels to Fort Gordon, Georgia, for subsequent modification and use as training aids.

c. All weapons and serial-numbered items requiring demilitarization before disposal will be delivered to the appropriate element of the DBOS Equipment Maintenance Division authorized warehousemen of the Stock Control/Storage Branch only. Items will be accompanied by DA Form 2407. The DA Form 2407 will list the serial numbers of items to be demilitarized and will have the following certificate typed: "I certify that all items listed have been demilitarized IAW instructions contained in Defense Demilitarization Manual, DOD Directive 4160.21-M-1." After demilitarization has been completed, the certificate will be signed by two

qualified and authorized inspectors. Unserviceable scrap metal generated from demilitarization will be disposed of as described in subparagraph b above.

7-10. Turn-In of Supplies/Equipment "Found on Installation." Serviceable/unserviceable supplies and equipment which have been found on installation, that are not required to satisfy authorized needs, may be turned in to the Stock Control/Storage Branch in an "as is" condition with no questions asked. Turn-ins may be made Monday through Friday, between 0730 and 1400. The items will be turned in on a DD Form 1348-1A and should include as much information as possible, i.e., NSN, noun, end item application, and quantity. The DD Form 1348-1A does not require a document number since it is for identification purposes only and need not be posted to unit supply records. The turn-in should be clearly marked "FOUND ON INSTALLATION" in the "Shipped From" block. If found on installation materiel cannot be identified, turn-in may be made without documentation.

7-11. Procedures for "Found on Installation" Property.

a. When property is discovered that is not on the accountable records (property book) and is authorized and required, the unit/activity will prepare DA Form 2765-1 and DD Form 1348-1A and handcarry to DBOS Stock Control/Storage Branch. PROPERTY DOES NOT HAVE TO BE REMOVED, AND FUNDS WILL NOT BE INVOLVED.

b. Hand receipt holders finding property not recorded on their hand receipts will expeditiously report it to the applicable PBO. PBO will determine correct identification of property and verify unit requirements and authorization and take action under procedures of subparagraph a, above.

c. Property for which no authorization exists but a requirement does exist will be documented per AR 71-32 and forwarded through appropriate channels.

7-12. Turn-In of Supplies and Materiel Directly to DRMO.

a. Only items having no value except for their basic material content (scrap), disposable at the organization level, and not requiring turn-in credit, will be turned in by a unit directly to the DRMO. The following procedures apply only to those items supplied through the DBOS Stock Control/Storage Branch account (DA Pam 710-2-1, paragraph 3-2).

b. The receiving source for property to be turned-in will depend on:

(1) The condition of the property.

(2) The Accounting Requirements Code (ARC) as reflected on the AMDF.

(3) The RC as reflected on the AMDF or the TM.

c. Only items meeting all of the following criteria may be turned in directly to the DRMO:

(1) The item(s) is/are unserviceable.

(2) The item(s) have an ARC of X (expendable) or D (durable).

(3) The item(s) have an RC of "O" (reparable item; when uneconomically reparable, condemn and dispose of at organization level) or "Z" (nonreparable item; when unserviceable, condemn and dispose of at the level authorized to replace the item).

d. Items meeting all of the criteria of paragraph 7-12c(1) through (3) will be considered as having no value except for their basic material content and will be turned in to DRMO as "SCRAP" and will not be identified as individual items. The turn-in documentation will contain the statement, "This turn-in of materiel has been inspected and classified as scrap. No serviceable/usable Army materiel or recoverable repair parts are included in this shipment," and be signed by the supervisor. The document and scrap will be routed through Inspection/Classification Section, before transfer to DRMO. Supply personnel will validate direct scrap turn-in to DRMO by a stamp and signature. All other items will be turned in to the DBOS Stock Control/Storage Branch.

7-13. Turn-In of Unserviceable Concertina Wire. Units/activities with unmanageable/unserviceable concertina wire and barbed wire will follow these procedures for disposal.

a. Unmanageable/unserviceable is defined as wire that cannot be rewound.

b. Unmanageable/unserviceable wire will be processed through the turn-in point, for direct delivery to DRMO. The wire will be banded to a pallet by the units in a fashion or manner as to prevent injury to personnel during handling. The wire will be classified as scrap by inspection employees and documentation provided to unit for turn-in to DRMO.

7-14. Turn-In of Unserviceable (Scrap) Hand Tools to DRMO.

a. AR 710-2 establishes guidelines on the turn-in of unserviceables (scrap) by units to the DRMO. Several command memos have been published in support of DA policy regarding the turn-in and disposition of usable property. One of the recurring violations is in the area of hand tools, Federal Supply Group/Class 5100 series. In an effort to curtail these violations, the

following supplemental procedures are established for the turn-in and disposition of unserviceable (scrap) hand tools.

b. The turn-in of hand tools classified as scrap will be segregated and documented on a separate turn-in document. Attached to the turn-in document will be an itemized listing of each item by stock number, description, and quantity of each item included in the turn-in.

c. No other category (group) of items will be mixed with the turn-in. A copy of this listing, with the turn-in document, will be retained in file by the responsible/accountable officer for the assigned DODAAC. The purpose of this listing is to support appropriate changes or postings to established hand receipts, hand receipt annexes, and/or component hand receipts per AR 710-2. Under no circumstances will excess, serviceable, or economically repairable hand tools be turned in as scrap. Commanders, activity supervisors, and property book officers will ensure the items are checked and verified as unserviceable scrap, and meet the established criteria for turn-in directly to DRMO. A signed statement to this effect will be entered in the "remarks" section of the turn-in document. In addition, turn-in must be cleared and verified by the Installation Supply Support Activity (ISSA) prior to turn-in to DRMO.

d. It is recognized that many hand tools are presently identified on the Army Master Data File (AMDF) as expendable; however, due to the nature and characteristics of these items, it is imperative that commanders and supervisors at all levels apply increased stringent controls in their use and disposition. Hand receipt procedures will be used for the control of all hand tools regardless of the assigned Accounting Requirements Code in the AMDF.

e. A continuous monitoring program is established for the purpose of checking and verifying turn-in of items compared to the cited classification condition and recoverability codes. Noted violations will be documented and reported through appropriate command channels. The accounting and control of hand tools is an area of interest during the conduct of Command Supply Discipline evaluations and inspections.

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SAMPLE

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24. DOCUMENT NUMBER
25. NATIONAL
26. SUPPLY
27. ADDITIONAL DATA
28. DATE
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30. LOCATION
31. COUNTRY
32. CITY
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27. ADDITIONAL DATA
28. DATE
29. TIME
30. LOCATION
31. COUNTRY

Figure 7-1. Sample DD Form 1348-1A for Serviceable Item Turn-In

DD FORM 1348-1A, JUL 81 ISSUE RELEASE/RECEIPT DOCUMENT

27 ADDITIONAL DATA

26 SERIAL STOCK NO. & ADD'L DATA

25 2530-00-150-5897

24 COMMENTS (MAX 40 CHARACTERS)

W90000 0001-0003

1. TOTAL PRICE

2. SHIP FROM UNIT ADDRESS

3. SHIP TO DBOS SUPPLY DIV BLDG 2807

4. MARK FOR

5. UNIT PRICE DOLLARS CTS

6. NMFC

7. FREIGHT RATE

8. TYPE CARGO

9. PS

10. CTS PER LB

11. LBS

12. UNIT WEIGHT

13. UNIT CUBE

14. WFC

15. SL

16. FREIGHT CLASSIFICATION NOMENCLATURE

17. ITEM NOMENCLATURE TRACK

18. NO CONT

19. NO CONT

20. TOTAL WEIGHT

21. TOTAL CUBE

22. RECEIVED BY

23. DATE RECEIVED

PROVIDER EDITION MAY BE USED

USDA VTCO

Figure 7-2. Sample DD Form 1348-1A for Unserviceable Item Turn-In

7-16

MAINTENANCE REQUEST For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG				PAGE NO 1	NO OF PAGES 1	REQUIREMENT CONTROL SYMBOL CSGLD-1047(R1)
SECTION I - CUSTOMER DATA				SECTION II - MAINTENANCE ACTIVITY DATA		
1a. UIC CUSTOMER W O U X 4 B	1b. CUSTOMER UNIT NAME F TRP, 1/16TH CAV	1c. PHONE NO 4-1953	3a. WORK ORDER NUMBER (WON)	3b. SHOP	3c. PHONE NO	
2a. SAMS-2 UIC/SAMS-UTDA	2b. UTILIZATION CODE	2c. MCSR	4a. UIC SUPPORT UNIT	4b. SUPPORT UNIT NAME		
SECTION III - EQUIPMENT DATA						
5. TYPE MNT REQ CODE	6. ID 2,3,2,0,1,0,2,5,3,7,3,1	7. NSN T61035	15a. FAILURE DETECTED DURING/WHEN DISCOVERED CODE (Enter code) See DA Pamphlets 738-750 and 738-751			
8. MODEL M911	9. NOUN TRUCK, TRACTOR,		15b. FIRST INDICATION OF TROUBLE/HOW RECOGNIZED CODE (Enter Code) See DA Pamphlets 738-750 and 738-751		16. MILES/KILOMETERS/HOURS/ROUNDS M <input type="text"/> H <input type="text"/> R <input type="text"/>	
10a. ORG WON/DOC NO	10b. EIC B5B	11. SERIAL NUMBER 1,6,0,0,7	12. QTY 0,0,0,1	13. PD 03	17. PROJECT CODE (If assigned)	18. ACCOUNT PROCESSING CODE
14. MALFUNCTION DESCRIPTION (for DSU, GSU/AVIM, DEPOT use)			21. REIMBURSABLE CUSTOMER (If intransit customer enter Y or N)		19. IN WARRANTY (enter Y or N)	
24. DESCRIBE DEFICIENCIES OR SYMPTOMS ON THE BASIS OF COMPLETE CHECKOUT AND DIAGNOSTIC PROCEDURES IN EQUIPMENT TM (Do not prescribe repairs) PROCESS FOR SHIPMENT			22. LEVEL OF WORK		23. SIGNATURE	
25. REMARKS						
PREPARATION INSTRUCTIONS FOR THIS PAGE						
SECTION I			SECTION III (Cont'd)			
<p>Block 1a. Enter UIC of submitting organization.</p> <p>Block 1b. Enter name of submitting organization.</p> <p>Block 1c. Enter number to be called when maint. is completed.</p> <p>Block 2a. Enter UIC of supporting SAMS-2/SAMS-UTDA if work is requested while intransit and away from your support maintenance unit.</p> <p>Block 2b. Enter utilization code. See DA Pamphlets 738-750 and 738-751.</p> <p>Block 2c. Enter "Y" if reportable under AR 700-138. If not, leave blank.</p>			<p>Block 12. Enter the quantity of items being submitted.</p> <p>Block 13. Enter the maintenance priority designator determined from DA PAM 710-2-1.</p> <p>Block 14. For DSU, GSU/AVIM, DEPOT use.</p> <p>Block 15a. Enter the code that most accurately describes when the fault or deficiency was detected. See DA Pamphlets 738-750 and 738-751.</p> <p>Block 15b. Select one. Enter the code. See DA Pamphlets 738-750 and 738-751.</p> <p>Block 16. Enter the accumulated usage data in blocks, when equipment is subject to usage reporting.</p> <p>Block 17. Enter the project code if one has been assigned. If not, leave blank.</p> <p>Block 18. See DA Pamphlets 738-750 and 738-751.</p> <p>Block 19. Enter "Y" or "N" to indicate whether equipment is still under manufacturer's warranty.</p> <p>Block 20. Enter the admin number assigned for property control purposes for the equipment being submitted.</p> <p>Block 21. For DSU/GSU/AVIM/Depot use.</p> <p>Block 22. Enter level of work performed "O" for UNIT LEVEL/AVUM, "F" for DSU/AVIM, "H" for GSU, "D" for DEPOT, "K" for contractor or "L" for Spc Rpr Act.</p> <p>Block 23. Enter the signature of the CO or the CO's designated representative when the priority designator is 01-10. For priority designators 11-15, leave blank.</p> <p>Block 24. Enter a brief description of the deficiencies or symptoms that you feel require attention at this level of maint.</p> <p>Block 25. Self-explanatory.</p>			
SECTION II			SECTION III			
<p>Leave blank. To be completed by the support maintenance DSU/GSU/AVIM/DEPOT.</p>			<p>Block 5. Enter the Type Maintenance Request Code. See DA Pamphlets 738-750 and 738-751.</p> <p>Block 6. Enter ID associated with block 7. See DA Pamphlets 738-750 and 738-751.</p> <p>Block 7. Enter the NSN or stock number of the item being submitted.</p> <p>Block 8. Enter model of item being submitted.</p> <p>Block 9. Enter noun/nomenclature of item being submitted.</p> <p>Block 10a. Enter Work Order Number (WON)/DOC NO assigned when item is submitted. Otherwise, leave blank.</p> <p>Block 10b. Enter End Item Code. See AMDF.</p> <p>Block 11. Enter serial number of item being submitted.</p>			
<p>34a. SUBMITTED BY</p> <p>34b. DATE</p>			<p>35a. ACCEPTED BY</p> <p>35b. STATUS</p> <p>35c. DATE</p> <p>35d. TIME</p>			
<p>Block 34a. Enter first initial and last name of submitter.</p> <p>Block 34b. Enter ordinal date submitted (YYDDD).</p> <p>Block 35a. Enter first initial and last name of person accepting maint. request.</p> <p>Block 35b. Enter the initial status. See DA Pamphlets 738-750 and 738-751.</p> <p>Block 35c. Enter ordinal date accepted (YYDDD).</p> <p>Block 35d. Enter military time.</p>						

DA FORM 2407, JUL 94

PREVIOUS EDITIONS OF DA FORM 2407 AND DA FORM 5504 ARE OBSOLETE

RECEIPT COPY 1

Figure 7-4. Sample DA Form 2407 for Technical Inspection of Equipment

MAINTENANCE REQUEST For use of this form, see DA Pam 738-750 and 738-751; the proponent agency is DCSLOS										PAGE NO 1	NO OF PAGES 1	REQUIREMENT CONTROL SYMBOL CSGLD-1047(R1)
SECTION I - CUSTOMER DATA										SECTION II - MAINTENANCE ACTIVITY DATA		
1a. UIC CUSTOMER W810XX		1b. CUSTOMER UNIT NAME HHC 101		1c. PHONE NO		3a. WORK ORDER NUMBER (WON)		3b. SHOP		3c. PHONE NO		
2a. SAMS-2 UIC/SAMS-ITDA		2b. UTILIZATION CODE		2c. MCSR		4a. UIC SUPPORT UNIT		4b. SUPPORT UNIT NAME				
SECTION III - EQUIPMENT DATA												
5. TYPE MNT REQ CODE		6. ID		7. NSN 2530007014040		15a. FAILURE DETECTED DURING WHEN DISCOVERED CODE (Enter code) See DA Pamphlets 738-750 and 738-751		16. MILES/KILOMETERS/HOURS/ROUNDS				
8. MODEL HUB		9. NOUN 2530007014040		10a. ORG WON/DOC NO		10b. EIC		15b. FIRST INDICATION OF TROUBLE/HOW RECOGNIZED CODE (Enter Code) See DA Pamphlets 738-750 and 738-751		16. MILES/KILOMETERS/HOURS/ROUNDS		
11. SERIAL NUMBER		12. QTY 0001		13. PD		17. PROJECT CODE (If assigned)		18. ACCOUNT PROCESSING CODE		19. IN WARRANTY? (enter Y or N)		
14. MALFUNCTION DESCRIPTION (for DSU, GSU/AVIM, DEPOT use)		21. REIMBURSABLE CUSTOMER (If in transit customer enter Y or N)		22. LEVEL OF WORK		23. SIGNATURE						
24. DESCRIBE DEFICIENCIES OR SYMPTOMS ON THE BASIS OF COMPLETE CHECKOUT AND DIAGNOSTIC PROCEDURES IN EQUIPMENT TM Do not prescribe repairs)												
25. REMARKS Classify for Turn-IN										1 ea RC-L CC-H		
26. TECHNICAL REFERENCES												
SECTION IV - TASK REQUIREMENTS DATA												
27a. FILE INPUT ACT CD		27b. TASK NO		27c. TASK CODE		27d. TASK DESCRIPTION		27e. QTY TO BE RPR		27f. WORK CENTER		
27g. FAILURE CODE		27h. MH PROJ		27i. MH EXP								
SECTION V - PART REQUIREMENTS												
28a. FILE INPUT ACT CD		28b. TASK NO		28c. ID NO		28d. NSN OR PART NUMBER		28e. SFX CD		28f. QTY REQD		
28g. QTY ISSUED		28h. NMCS CD		28i. FAILURE CODE		28j. STORAGE LOCATION		28k. INITIALS		28l. COST \$		
28m. TOTAL MANHOURS		28n. TOTAL MANHOURS COSTS \$		28o. TOTAL PARTS COSTS \$								
SECTION VI - COMPLETION DATA												
29. QTY RPR		30. QTY CONDEMN		31. QTY NRTS		32. EVAC WON		33. EVAC UNIT NAME				
SECTION VII - ACTION SIGNATURES												
34a. SUBMITTED BY MEB		35a. ACCEPTED BY MEB		35c. DATE 0056		36a. WORK STARTED BY		37a. INSPECTED BY		38a. PICKED UP BY		
34b. DATE 0056		35b. STATUS		35d. TIME		36b. STATUS		36c. DATE		36d. TIME		
36e. DATE		36f. STATUS		36g. DATE		36h. STATUS		36i. DATE		36j. TIME		
DA FORM 2407, JUL 94										ORGANIZATION COPY 4		

ITEM HUB

NSN 2530007014040

RECOVERABILITY CODE L

CONDITION CODE H

CONTROL NO./WO NO.

INSPECTOR MEB

VERIFIED BY

Figure 7-5. Sample DA Form 2407 for Technical Inspection of Equipment

1. TOTAL PRICE										2. SHIP FROM										3. SHIP TO									
UNIT PRICE										UNIT ADDRESS										DBOS SUPPLY DIV BLDG 2807									
DOLLARS CTS										MARK FOR																			
4. MARK FOR																													
5. OCC DATE										6. NMFC										7. FRY RATE									
8. TYPE CARGO										9. PS																			
10. QTY. REC'D										11. UP										12. UNIT WEIGHT									
13. UNIT CUBE										14. UFG										15. SL									
16. FREIGHT CLASSIFICATION NOMENCLATURE																													
17. ITEM NOMENCLATURE																													
TRUCK UTIL 1/4 T, LINE # 60833																													
18. TY CONT										19. NO CONT										20. TOTAL WEIGHT									
21. TOTAL CUBE										22. RECEIVED BY										23. DATE RECEIVED									

DD FORM 1348-1A, JUL 91 ISSUE RELEASE/RECEIPT DOCUMENT

24. DOCUMENT NUMBER & SURF (DD-44)

25. NATIONAL STOCK NO. & ADD (8-22)

26. REC (4-6) LI (23-24) QTY (25-26) GRA CODE (7) USREP (8) USREP (9)

27. ADDITIONAL DATA

USA# 0000000
SERIAL NUMBER: 00000

W90000 0001-0001

2320-00-177-9258

D6A AXB EA 00001 W22PEQ

A

PREVIOUS EDITION MAY BE USED

USAPA V1.00

Figure 7-6. Sample DD Form 1348-1A for Major Item Turn-In

Fort Knox Reg 700-1 (27 Mar 00)

[illegible]

Figure 7-7. Sample DA Form 2062 for Packing List

STOCK NUMBER	ITEM DESCRIPTION	*	SEC	UI	QTY AUTH	QUANTITY						
a.	b.	c.	d.	e.	f.	g.	A	B	C	D	E	F
SAMPLE	SAMPLE					Hand Carried Helicopters						

14 Aug 70

Reverse of DA Form 2062

USAPPC V2.10 PAGE 2 OF 2 PAGES

Figure 7-7. Reverse of DA Form 2062 for Packing List (continued)

[illegible]

Figure 7-8. Sample DA Form 2062 with Required Statement for Packing List

Chapter 8

Property Disposal Procedures

8-1. Turn-In of Material to the Defense Reutilization and Marketing Office (DRMO). The following procedures apply to items supplies through the Supply Division account. Organizations/activities will turn in the following types of items to the DRMO:

a. Scrap material will be segregated by basic material content, e.g. heavy iron, light sheet steel, aluminum, cast iron, brass, copper, etc., and will be segregated in the truck to expedite unloading operations. Turn-in documents must list the basic material content (steel, cast iron, brass, etc.) and be prepared in the format shown in figure 8-1 and taken to DRMO.

b. Used oil and antifreeze are recoverable products under the resource recovery and recycling program of the installation. Refer to the DBOS Environmental Handbook for control, collection, and disposal procedures or call the DBOS Environmental Management Division at 624-3649.

c. Ammunition residue will be turned in as indicated in chapter 15.

d. Hazardous material/waste.

(1) Refer to the DBOS Environmental Handbook for guidance on hazardous waste turn-in.

(2) Refer to chapter 5 for turn-in of serviceable hazardous materials.

8-2. Hours of Operation. Turn-in of items to the DRMO will be accomplished from 0730 to 1130, Monday-Thursday. A schedule for turn-in of large quantities of property will be obtained by phoning the DRMO Receiving Point, phone 624-4442.

8-3. Preparation of Documents. Turn-in of items (nonappropriated fund property, lost/abandoned personal property, and empty containers) to the DRMO will be prepared on the Disposal Turn-In Document (DD Form 1348-1A, Issue Release/Receipt Document) in the format shown in figure 8-2. The turn-in document for nonappropriated fund property will contain a certificate stating that the property was procured from nonappropriated funds and will cite the nonappropriated fund account number for identification. If the turn-in document does not contain this information, it will be assumed that the nonappropriated fund account does not desire reimbursement, and the property will be commingled with Government property and processed accordingly.

8-4. Segregation of Property.

a. All property to be turned in to the DRMO will be segregated. Like items will be bundled, tied, packed, etc., in a manner to facilitate physical inventories by property disposal warehousemen with minimum delay and effort.

b. Special instructions for segregating specific property.

(1) Edible garbage, spent grease, and bones. Dining facility personnel will not intermingle nonedible trash with salable kitchen waste. Water of salable waste will be kept to an absolute minimum. Dining facilities must keep driveways accessible to the contractor at all times.

(2) Scrap lumber. Scrap lumber, wooden boxes, crates, etc. will be delivered to the DRMO and not to the Sanitary Fill. Scrap lumber will be segregated and placed on vehicles so that loads may be readily inspected by DRMO personnel without unloading. Trash and other refuse will not be intermingled with scrap lumber.

8-5. Sanitary Fill. Disposal of recoverable scrap or waste in the Sanitary Fill is not authorized. Material determined by DRMO personnel at the time of delivery to DRMO yard to have no recovery value will be disposed of at the Sanitary Fill. All organizations/activities will obtain a "CLEARANCE SLIP" from the DRMO before hauling material to the Sanitary Fill.

8-6. Use of Excess and Surplus Property.

a. Property in the DRMO account may be obtained by units/activities for future use. However, AR 710-2 prohibits units from drawing supplies direct from DRMO. All requests must be routed and processed through the Supporting Supply Activity which normally issues the property, i.e. DBOS Stock Control/Storage Branch or MEDDAC. Additionally, requests for materiel to be used for other than its original intended purpose requires approval of the installation commander. The reutilization of excess is an economical means to fill an authorized requirement at a fraction of the cost of a new item acquired through the wholesale supply program.

b. AR 710-2/DA Pam 710-2-1 require that all property book items withdrawn from DRMO and not classified as "scrap" have property book accountability established and maintained. Only items classified and identified as "scrap" materiel to be used for other than its originally intended purpose are exempted from property accounting procedures. All other property is subject to the same accounting procedures as applies to property obtained from other established supply

sources. A separate file will be maintained by the Property Book Officer (PBO) for property withdrawn from DRMO to include copies of receipt documents, records of responsibility, and all disposal and turn-in documents. The file will be maintained and disposed of per AR 25-400-2.

c. Based on the requirements outlined above, the following procedures will apply to all units receiving supply support from DBOS.

(1) Identification of Materiel:

(a) Local Screening: The initial action for obtaining materiel from DRMO is a visit to that activity, identification of the materiel, and completion of a DRMS Form 103 (Screeners Tally Request to Freeze/Hold Access/Surplus Property).

(b) If the desired property is not available at the local DRMO, and the national stock number (NSN) of the item is known, the Reutilization Specialist will upon request query the DRMO system to determine if the item is available elsewhere. If the item is available elsewhere, the local computer will generate a sheet showing those locations and a point of contact (POC) to call for additional information. It is the responsibility of the customer to call the POC and determine the acceptability of the property.

(2) Documentation Required. If the customer elects to request the property, the local screening form (DRMS Form 103) or the computer sheet from paragraph 8-6c(1)(b) must accompany the request to the supporting Property Book Officer (PBO). Request from the PBO to the DBOS Stock Control/Storage Branch will be prepared on DA Form 2765-1 (Request for Issue or Turn-In) with a copy of the screening form or the computer sheet attached. The customer representative will handcarry the completed request package to Bldg. No. 2807 and provide any additional information that may be required along with date and time for local pickups. The DBOS Stock Control/Storage Branch will prepare necessary documents and forward/handcarry to appropriate DRMO. Upon receipt of materiel, issues will be made to the appropriate PBO.

(3) Scrap Materiel. The following statement will appear on the reverse side of the original DA Form 2765-1 for scrap material and be signed by the PBO who will use the materiel: "Material will not be used to make up shortages and will be used for other than its originally intended purpose. The items being withdrawn will be used for (state usage)." No formal accounting is required. Upon receipt of the materiel, the PBO or representative will annotate a copy of the document "nonpostable" and file it in the supporting document file.

(4) Property Book Items to be Used for Their Originally Intended Purpose. The DA Form 2765-1 will cite an authorization in block P. The following statement will appear on the reverse side and be signed by the PBO: "Materiel will not be used to make up shortages and will be used for its originally intended purpose." Formal accountability is required. If the property withdrawn is Reportable Item Control Code (RICC) 2, Property Book Officer of the receiving activity is required to provide a copy of the transaction for property obtained for this purpose to the Continuing Balance System - Expanded (CBS-X), Central Collection Activity representative in Bldg. No. 2807.

(5) Maintenance Items. Requests for a direct or general support activity for materiel required in support of a maintenance effort will bear a voucher number from the Supply Support Activity Voucher Register.

d. Request for items in paragraph 8-6c above will be forwarded to this headquarters, ATTN: DBOS Command Supply Discipline Team (ATZK-OS), Bldg. No. 1110, for the installation commander's approval. After review and approval, the request will be taken to the Accountable Property Officer (DBOS Stock Control/Storage Branch, Bldg. No. 2807, or MEDDAC, Bldg. No. 851) for further processing. It is re-emphasized that all nonexpendable property withdrawn from DRMO, regardless of intended use, must be accounted for on the property books per guidance contained in AR 710-2 and DA Pam 710-2-1.

8-7. Lost, Abandoned, or Unclaimed Privately-Owned Personal Property.

a. When privately-owned personal property, such as personal effects, household goods, vehicles, etc., comes into custody or control of a unit or activity and has been lost, abandoned, or left unclaimed, the brigade, battalion, or separate unit commander will:

(1) Appoint a board of one or more officers for the purpose of examining the property, conducting an inventory, and effecting disposition.

(2) Provide adequate security for the safekeeping of property. Property will be retained by the unit or activity having original physical custody until expiration of the date specified by the board of officers for turn-in to the DRMO or until claimed by owner, whichever occurs first.

(3) Release property per the board's findings when claimed by the owner, heirs, next of kin, or legal representative. When property is identifiable as to ownership, it may be claimed by the owner, heirs or next of kin, or legal representative at any time before disposition. If subject property is claimed by anyone other than the legal owner, the transmittal letter or shipping

document will contain the following statement: "The action of this installation in transmitting the property does not vest title in the recipient. Such property is forwarded to you to be retained or disposed of as custodian per the laws of the State of the owner's residence."

(4) Turn property over to the DRMO (if not claimed by owner) on the date specified by the board of officers. Turn-in of property to the DRMO will be made on DD Form 1348-1A in five copies (figure 8-3). Five copies of the board's inventory and report findings will accompany each turn-in.

b. The Board of Officer(s) will:

(1) Examine the property, prepare a written and dated inventory in five copies, and sign. The inventory prepared by the unit at the time custody of the property was assumed may be used provided the Board Officer signs a certificate thereon that the inventory has been verified. This verification statement must be dated and the signature block should show the title "Board Officer." The inventory must also include the estimated current fair value of the property.

(2) Conduct inquiries to ascertain and locate the owner or owners, or their heirs, next of kin, or legal representatives. Property which has been identified as belonging to an individual, by name, service number, or other identification, will be segregated and tagged with the name of person believed to be the owner.

(3) If property has been identified as to ownership, prepare a written notice, giving the time and place of intended disposal of the property, and forward by certified or registered mail to the owner or heir, next of kin, or legal representative. A statement similar in impact to the following will be included in the notice: "In conformity with the provisions of Title 10, U.S. Code, Section 2575, you are hereby advised that the property described above will be sold or otherwise disposed of at (time, date, and specific location). A request for the return of the property will be honored if received before the time specified. Request for return of the property after the specified time will be honored only if disposition has not been made." If it is determined that packing, handling, transportation, or other charges are not a responsibility of the Government, the above statement will be modified to advise the prospective recipient, and the statement will indicate the manner in which payment for these charges will be made. The board of officers will coordinate with DRMO to determine the date and place of sale or other disposal.

(4) Prepare a written statement of findings in five copies. It will be a clear and concise statement of facts and the conclusions of the Board Officer. It shall include the following:

(a) The preparer has been appointed by the board officer per DOD 4160.21-M, the name of the organization issuing the orders, and the date of such order.

(b) The property was inventoried and efforts were made to determine the owner, heir, next of kin, etc.

(c) Statement as to whether the property was identified, the name and address of owner, next of kin, etc.

(d) If property was identified to ownership, a statement that a registered or certified letter was sent to the owner, heir, next of kin, or legal representative, the date the letter was mailed, and the result of such mailing.

(e) The conclusions of the Board, the date the property may be turned in to the DRMO. This date will be determined per subparagraph (f) below.

(f) The three time elements for turn-in of property are:

(1) property identified as to owner will be transferred to DRMO 120 days after the date the certified or registered letter of notification was sent to the owner, heir, next of kin, or legal representative;

(2) property unidentified to ownership but having a fair value of \$25 or more will be transferred to DRMO 90 days after the date it was received at the designated storage point; and

(3) property unidentified to ownership and having a current value less than \$25 may be turned over to DRMO for immediate disposition.

g. When abandoned property is accepted at the DRMO, receiving personnel will date and sign the DD Form 1348-1A and the inventory sheet.

1. DOCUMENT NUMBER & SUFFIX (3-44)		24. DOCUMENT NUMBER & SUFFIX (3-44)		25. NATIONAL & ADD (1-22)		26. NATIONAL & ADD (1-22)		27. ADDITIONAL DATA		28. DATE (1-4)		29. QTY (5-3)		30. CON CODE (7-1)		31. DIST (5-5)		32. (1-4-50)									
D6A AXB		LB		SY2434		W22PEQ 0001-0007		NSN																			
3. SHIP FROM UNIT ADDRESS		3. SHIP TO DRMO		4. MARK FOR		5. DOC DATE		6. NMFC		7. FRT RATE		8. TYPE CARGO		9. PS		10. QTY. REC'D		11. UP		12. UNIT WEIGHT		13. UNIT CUBE		14. APC		15. SL	
1. TOTAL PRICE		DOLLARS		CTS		16. FREIGHT CLASSIFICATION NOMENCLATURE		17. ITEM NOMENCLATURE		18. TV CONT		19. NO CONT		20. TOTAL WEIGHT		21. TOTAL CUBE		22. RECEIVED BY		23. DATE RECEIVED							
UNIT PRICE		DOLLARS		CTS		17. ITEM NOMENCLATURE		SCRAP		18. TV CONT		19. NO CONT		20. TOTAL WEIGHT		21. TOTAL CUBE		22. RECEIVED BY		23. DATE RECEIVED							

Figure 8-1. Sample DD Form 1348-1A for Turn-In of Scrap Material to DRMO

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
D6A AXB LB SY2434										W22GLQ 0000-0000										9999-00-SPI-LRES										DOT Description: Corrosive, Solid, N.S.S. Corrosive Material JM 1759										This is to certify the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for disposal according to the applicable regulations of DOT and EPA.										Signature of Responsible Individual																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
24. DOCUMENT NUMBER & SUFFIX (30-44)										25. NATIONAL STOCK NUMBER (30-44)										26. HIC (4-6)										27. ADDITIONAL DATA										28. HIC (4-6)										29. HIC (4-6)										30. HIC (4-6)										31. HIC (4-6)										32. HIC (4-6)										33. HIC (4-6)										34. HIC (4-6)										35. HIC (4-6)										36. HIC (4-6)										37. HIC (4-6)										38. HIC (4-6)										39. HIC (4-6)										40. HIC (4-6)										41. HIC (4-6)										42. HIC (4-6)										43. HIC (4-6)										44. HIC (4-6)										45. HIC (4-6)										46. HIC (4-6)										47. HIC (4-6)										48. HIC (4-6)										49. HIC (4-6)										50. HIC (4-6)										51. HIC (4-6)										52. HIC (4-6)										53. HIC (4-6)										54. HIC (4-6)										55. HIC (4-6)										56. HIC (4-6)										57. HIC (4-6)										58. HIC (4-6)										59. HIC (4-6)										60. HIC (4-6)										61. HIC (4-6)										62. HIC (4-6)										63. HIC (4-6)										64. HIC (4-6)										65. HIC (4-6)										66. HIC (4-6)										67. HIC (4-6)										68. HIC (4-6)										69. HIC (4-6)										70. HIC (4-6)										71. HIC (4-6)										72. HIC (4-6)										73. HIC (4-6)										74. HIC (4-6)										75. HIC (4-6)										76. HIC (4-6)										77. HIC (4-6)										78. HIC (4-6)										79. HIC (4-6)										80. HIC (4-6)									
1. TOTAL PRICE										2. SHIP FROM UNIT ADDRESS										3. SHIP TO DRMO										4. MARK FOR										5. DOC DATE										6. NMFC										7. FRT RATE										8. TYPE CARGO										9. PS										10. QTY. REC'D										11. UP										12. QTY WEIGHT										13. UNIT CUBE										14. UFC										15. SL										16. FREIGHT CLASSIFICATION NOMENCLATURE										17. ITEM NOMENCLATURE										18. BY CONT										19. NO CONT										20. TOTAL WEIGHT										21. TOTAL CUBE										22. RECEIVED BY										23. DATE RECEIVED																																																																																																																																																																																																																																																																																																																																																													

Figure 8-2. Sample DD Form 1348-1A for Turn-In of Items to DRMO

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**Figure 8-3. Sample DD Form 1348-1A for
Lost, Abandoned, or Unclaimed Privately-Owned Personal Property**

Chapter 9

Automated Clothing Initial Issue Point

9-1. Clothing Initial Issue Point (CIIP). The CIIP is established to provide the basic authorized personal military clothing bag allowance to the new soldier. Issues authorized by the CIIP are as follow:

- a. Initial issue.
- b. Gratuitous issue.
- c. Exchange issue.
- d. Supplemental issue.

9-2. Identification of Patrons. Soldiers are required to present their DD Form 2A (Active Duty Military Identification Card) to establish identity before processing. The CIIP will keep DA Form 7000 (Delegation of Authority – Army Military Clothing Sales Store) for all personnel who are authorized to approve or sign requests for noncash transactions on DA Form 3078 (Personal Clothing Request) or DA Form 3161 (Request for Issue or Turn-In Report).

9-3. Hours of Operation for Exchange/Alteration of Misfit Clothing, due to Weight Loss or Gain, and Partial Issues. The hours of operation are 0700-0930, Monday-Friday. To expedite processing time an appointment is required for 10 or more soldiers from the same unit. No appointment is necessary for less than ten. Soldiers will be processed on a first-come-first-served basis.

9-4. General Procedures for Preparation and Processing of Worksheet.

- a. Initial issue to soldiers will be accomplished using TRADOC Form 248-R (Clothing Worksheet). The Reception Station will preprint forms for Phase I individuals.
- b. Upon completion of issues, data from the TRADOC Form 248-R will be used to complete DA Form 3078, which must be signed by the soldier while in the Reception Station for Phase I issue and before departing the CIIP after Phase II issue.
- c. Except on gratuitous issues, the "Approved By" block of DA Form 3078 will be signed by the unit commander or authorized commissioned or warrant officer. Delegation or use of a rubber stamp signature facsimile is not authorized, except for Commander, Reception Station, on

TRADOC Form 248-R prepared for soldiers in receipt of initial clothing bag allowances and unit commanders on TRADOC Form 248-R for Phase II issues.

d. A copy of orders will be furnished the CIIP for individuals being transferred for which special measurement clothing has been requested but not received.

9-5. Preparation of Personal Clothing Requests for All Other Issues.

a. Each DA Form 3078 will reflect the applicable paragraph of AR 700-84 authorizing the respective issue and will be prepared in three copies (NG require four). The original and duplicate copies will be used by CIIP and the third copy retained by the requesting unit as a suspense copy. Carbon paper will remain interleaved for processing. All unused space in "Quantity Requested" column must be lined out.

b. DA Form 3078 will be prepared per AR 700-84, paragraph 5-3, for an individual who did not receive a complete issue of authorized personal clothing upon entry into active service. The following data will be entered under the last item printed on the left side of the form.

AUTHORITY; AR 700-84, paragraph 4-2a; ENTRY DATE OF SERVICE; _____
EXPIRATION TERM OF SERVICE _____

c. DA Form 3078 will be prepared per AR 700-84, paragraph 5-3, for an individual who re-enlisted subsequent to expiration of 3 months from the date of last discharge or release from active duty. DA Form 3078 will be prepared only for those individuals who did not receive the complete initial allowance or who were required to turn in clothing at the time of discharge or release from active duty. The following data will be entered under the last item printed on the left side of the form.

AUTHORITY: AR 700-84, paragraph 4-2b; LAST DISCHARGE;
REENTERED SERVICE; EXPIRATION TERM OF SERVICE _____

d. Soldiers who are discharged before their deferred clothing issue (Phase II) will not be issued a dress uniform.

9-6. Preparation of Personal Clothing Request for Bulk Issue. Bulk issues are authorized to units for nonsized items and winter underwear. Requests for bulk issues will be prepared as follow:

a. National Guard personnel will require four copies of DA Form 3078 for each individual.

b. Four copies of DA Form 3078 will be made for all enlisted reserve personnel and a roster with the names of the soldiers will be furnished for which issue is to be provided.

c. Four copies of DA Form 3078 will be made for all active Army personnel and furnished with a roster of the names of the soldiers.

9-7. Requesting Gratuitous Issue.

a. The Chief, Property Accountability Branch, DBOS, is designated as the installation representative for approval action on requests for gratuitous issue personal clothing. For more information contact Chief, Property Accountability Branch, phone 624-3215.

b. Requests for gratuitous replacement of personal clothing are permitted only when authorized per AR 700-84, paragraph 5-4. Action to replace items lost, damaged, or destroyed for reasons other than those stated in paragraph 5-4 will be accomplished through the claims procedure contained in AR 27-20.

c. The DA Form 3078 will be completed per AR 700-84, paragraph 5-2, with the following exceptions:

(1) The unit commander will sign in the "Authorized By" block and under the last entry on the left side of the form, cite the appropriate paragraph of AR 700-84 that authorizes the transaction.

(2) The "Approved By and Date" block will be completed by DBOS, ISSD.

9-8. Preparation of Personal Clothing Requests for Exchange of Misfit Clothing and Footwear.

a. When clothing or footwear does not fit, the unit commander will prepare one complete set of the DA Forms 3078.

b. The exchange block will be marked/checked.

c. The remarks block will be annotated, "Turn-in", with the individuals clothing items and sizes listed. CIIP personnel accepting the turn-in will sign or initial for turn-in items.

d. Four copies of each DA Form 3078 are required.

e. The remaining blocks of the DA Form 3078 will be prepared per AR 700-84.

f. The condition code of the items will be determined at the time of turn-in and marked on the DA Form 3078.

g. Copies of Phase I/Phase II issues as applicable should accompany exchange forms.

9-9. Clothing Issue and Exchange Procedures for Drill Instructors (DI).

a. DIs will receive a supplemental issue at the CIIP. Issues will be obtained between 0700-0930, Monday through Friday.

b. Supplemental issue of authorized DI items will be made to personnel qualified and pending assignment as drill instructors. Issue will be made on DA Form 3078, prepared in four copies. Each request for issue will contain additional entries for those items not currently printed on DA Form 3078, i.e., hat, campaign. The following statement will be entered on the form and must be signed by the unit commander: "The above individual is a member of this unit and is pending assignment to an authorized Drill Instructor School on Date at Place . Class No. . Date of initial issue was Date ."

c. Personnel entering Drill Instructor School are authorized an issue of four coat and trousers, BDU. Issues will be made on DA Form 3078 not earlier than 10 workdays before reporting to school. A copy of the special orders assigning the soldier to Drill Instructor School will accompany the request. The remainder of the DI supplemental clothing items will be issued upon notification from the school that the individual has graduated or is pending graduation.

d. The use of stiffening agents on DI hats is not authorized. When the DI hats have been sprayed, the item will be accounted for on a Report of Survey, Cash Collection Voucher, or Statement of Charges before a replacement hat is issued.

e. The statement in subparagraph b, above will be included on DA Form 3078 for an exchange of unserviceable hat.

f. On termination of DI status, or release from active duty, those soldiers who have been assigned to DI duties for a period of less than 24 months must turn in all DI clothing except headgear, footwear, and badges. This includes personnel who PCS in other than DI status. Unit supply will turn in this clothing to the Inspection and Classification Unit, as established for turn-in of absentees clothing. All items for turn-in must be in a serviceable condition. Any shortages or unserviceable items will be accounted for on a Cash Collection Voucher or Report of Survey. Turn-in document will include the following statement signed by the unit commander: "The above items were withdrawn from Name , Grade , SSN , this unit, on Date . Any shortages or unserviceable items have been accounted for per existing regulations."

g. Those individuals who have been assigned to DI duties for more than 24 months may retain all DI items upon termination of DI duties or release from active duty.

h. On completion of issues/exchanges as outlined above, the duplicate copy of DA Form 3078 will be returned to the unit commander who will ensure that the campaign hat is abstracted onto a DA Form 3645 (Organizational Clothing and Individual Equipment Record). Completed copies of DA Forms 3078 and 3645 will become a permanent part of the individual clothing files of the DI concerned.

i. Organizational clothing items, including campaign hats, issued to DIs will be inspected before exchange. When items are unserviceable through other than fair wear and tear, and damage was caused through fault or neglect on the part of the individual concerned, the items will be accounted for on either a Report of Survey, Cash Collection Voucher, or Statement of Charges.

9-10. Issue-in-Kind System for Personal Clothing. Request of personal clothing authorized for USAR and ROTC members per AR 700-84, chapter 14, will be submitted as follows.

a. USAR units will submit requests for male and/or unisex personal clothing on DA Form 3078. Prepare in four copies (AR 700-84, paragraph 14-2, for instructions) and forward to CIIP.

b. Requests for female clothing will be prepared on DA Form 3078, in four copies, and submitted to the AAFES Clothing Sales Store.

c. ROTC units will submit requests for personal clothing on DA Form 2765-1 (Request for Issue or Turn-In). Prepare the DA Form 2765-1 in four copies (see DA Pam 710-2-1 for instructions) and forward through appropriate supply channels to G3/DPTM, Bldg. No. 1117.

d. G3/DPTM will forward all requests for both male and female clothing to DBOS Supply Division, CIIP, Bldg. No. 6569.

e. The receiving unit commander for USAR individual ready reserve personnel will request the minimum amount of personal clothing considered essential for the individual. The unit commander at the supporting installation will prepare a DA Form 3078 in four copies per AR 700-84, paragraph 5-3. The DA Form 3078 and a copy of the individual's orders will accompany the individual to the CIIP (Bldg. No. 6569) for the issue of clothing. Condition code "B" clothing will be issued if available. The individual will be responsible for all clothing items received and will maintain them while in the IRR program.

Chapter 10

Central Issue Facility Procedures

10-1. General.

a. The DBOS Property Accountability Branch operates a Central Issue Facility (CIF), in support of basic training, one stop unit training, students of various armor classes, Fort Knox permanent party personnel, and other authorized customers.

b. Stockage and issue are restricted to selected items of OCIE per CTA 50-900. Procedural guidance is applicable to all supported commands and tenant organizations requiring OCIE support from the CIF.

c. The specific items to be issued are based on several menus. Each menu has been developed to support the training requirements of the various groups of personnel. Recommended changes to a menu should be forwarded to this installation, ATTN: G3/Director of Plans, Training, and Mobilization (DPTM) (ATZK-PT-T).

d. Seasonal issues will be scheduled as follows:

(1) Summer issue will begin 1 April.

(2) Winter issue will begin 1 September.

Companies desiring to deviate from the above schedule should submit a request to DBOS, ATTN: CIF, in sufficient time to be received by the CIF at least 2 weeks before the issue date.

e. The CIF is open for business 0700-1200 and 1230-1600, Monday through Friday of each week, except for permanent party support, which is addressed in paragraph 10-9.

10-2. Trainee Support (Issue).

a. Issues to training companies are arranged by the Scheduling Branch, Training Division, G3/DPTM. Schedules for issues and turn-ins are arranged in a back to back order; therefore, it is important that all scheduled units be at CIF, ready to be serviced, on time. Late units can be denied service, depending on the schedule. In such cases, it is the unit's responsibility to reschedule through G3/DPTM.

b. The commander's supply representative will report to the CIF 10 minutes before arrival of the unit for issue, and will provide a computer-generated, company roster, arranged in

alphabetical sequence. If said roster is not available, a typed unit roster may be used with the commander verifying that the roster is correct.

c. The unit representative or Drill Sergeant will cause the trainees to be lined up outside the CIF building in roster order. During inclement weather, the same process will take place inside the CIF building.

d. When the CIF line representative has completed preparation for the issue, they will ask the drill sergeant to bring the troops inside the building. At this time, the drill sergeant will release the troops to the line supervisor for the issue process.

e. The CIF representative will:

(1) Provide a briefing to the soldiers to include:

(a) How the issue process will be conducted.

(b) Condition of the equipment at the time of issue, how to care for the equipment, and what is expected at the time of return (see appendix A).

(c) Direct exchange procedures.

(2) Each soldier will be given two blank copies of DA Form 3645-1 (Additional Organizational Clothing and Individual Equipment Record) and requested to fill in the following information: Name, SSN, and Unit Designation.

d. No OCIE will be work ordered through the Clothing and Alteration Shop, Bldg. No. 6569, by training companies. All exchanges of unserviceable equipment will be done by direct exchange (DX), through the CIF.

e. Upon completion of an issue, obtain the soldier's signature on both copies of the DA Form 3645-1, surrender one copy to the unit supply representative and complete the issue process. Also, the company commander will ensure all clothing and equipment is inspected by cadre personnel. Organizational Clothing and Individual Equipment (OCIE) will be checked for inventory accuracy, serviceability, and proper fit. Shakedown will be conducted outside the CIF building. Required exchanges will be made at this time. During inclement weather, the commander may request the shakedown be conducted in the company area. This will be done only with the approval of the CIF PBO. All exchanges must be made within 3 hours after issue. Any discrepancies or inventory loss after that time will be adjusted per AR 735-5.

10-3. Trainee Support (Turn-In).

a. Turn-ins by companies to the CIF are arranged by the Scheduling Branch, Plans, Operations & Training Division, G3/DPTM. Schedules for issues and turn-ins are arranged in a back to back order; therefore, it is important that all scheduled units be at the CIF, ready to be serviced, on time. Late units can be denied service, depending on the schedules. In such cases, it is the unit's responsibility to reschedule through G3/DPTM.

b. Before bringing the troops and equipment to the CIF for turn-in, the unit commander is responsible for the following actions:

(1) Conduct a shakedown inspection and ensure that all equipment is present, clean, and serviceable (fair wear and tear [FWT] excepted). For a partial list of condition requirements, see appendices A and B.

(2) Prepare adjustment documents to account for all shortages. If cash collection voucher is used, it must be processed through the CIF Office (see paragraph 10-10a) and the money must have been turned in to the Installation Finance Office prior to turn-in time. A copy of the processed DD Form 362 (Statement of Charges/Cash Collection Voucher) and Finance's automated voucher must then be turned in to the CIF for proper adjustment.

c. The units' supply representative will report to the CIF 10 minutes before arrival of the company for turn-in and provide a company roster in alphabetical sequence. If said roster is not available, a typed unit roster may be used if the commander verifies that the roster is correct. The representative will also bring adjustment documents for all missing equipment.

d. The drill sergeant will align the troops outside the CIF building in roster sequence. All troops will have the unit's copy of the DA Form 3645-1 in hand. When the CIF line representative has completed preparation for the turn-in, they will ask the drill sergeant to bring the troops inside the building. At this time, the drill sergeant will release the troops to the line representative for the turn-in process.

e. Upon completion of the company turn-in, any shortages that are not accounted for with an adjustment document will be transferred to a DA Form 3161 (Request for Issue or Turn-In Report). The commander's designated supply representative will sign for these shortages. The DA Form 3161 will then be posted to the commander's hand receipt.

f. Copies of the DA Form 3645-1 will be returned to the unit supply representative stamped "cleared." Units will maintain copies of the cleared clothing records for at least 1 year.

If a soldier is to be transferred (recycled) to another company, a memorandum signed by the commander must be presented to the CIF at the completion of the turn-in.

10-4. Trainee Status Changes.

a. Soldiers discharged or transferring from this installation must clear through the CIF. A copy of the "cleared" DA Form 3645-1 will be retained in the unit supply as proof of turn-in.

b. Soldiers who are to be dropped before receiving an issue at CIF must clear CIF. A poncho OG, received at the Reception Battalion, must be turned in to the CIF PBO at the time of the drop.

10-5. Direct Exchange.

a. Items rendered unserviceable through FWT may be exchanged by the soldier or the commander's representative. Units requiring several exchanges should call the CIF for an appointment. This will prevent the customer from having to wait for service. OCIE that has been damaged through other than FWT will not be accepted for turn-in. Examples of damage not considered FWT are:

- (1) Burned equipment.
- (2) Items soaked in oil (includes diesel fuel).
- (3) Cloth items that have paint or ink on them.
- (4) Wet weather gear that has been dried in a clothes dryer (rubber latex peeling).
- (5) Smashed or crushed items (helmets, canteens, etc.).
- (6) Equipment that has large tears (other than FWT) that cannot be repaired.

b. Items rendered unserviceable through other than FWT will only be replaced upon presentation of a valid adjustment method, per AR 735-5.

c. Items considered serviceable will be returned by the CIF to the soldier without direct exchange. The CIF makes final determination on all direct exchange requests.

10-6. Bulk Issue of Bivouac Equipment.

a. Per DA and TRADOC guidance, certain items of OCIE will be bulk issued to training company commanders for use during bivouac periods only. Bulk issue items are: Bag, Waterproof; Carrier, Sleeping Bag; Mat, Sleeping; Shelterhalf; and Sleeping Bag.

b. Commanders will request these items 5 working days before the bivouac period. Amounts will be drawn for the company population only.

10-7. Turn-In of Bivouac Equipment. Bivouac equipment must be turned in after the last cyclic bivouac period. Shelterhalves and sleeping bags will be turned in to the CIF NLT 2 workdays after the completion of the final bivouac.

10-8. Support of Students.

a. The CIF issues selected items of OCIE to student officers and NCOs in the 16th Cavalry Regiment.

b. Hours of operation are the same as in paragraph 10-1e. Classes are scheduled by G3/DPTM for both issues and turn-ins.

c. Stockage for classes are restricted to selected items on the menu approved by G3/DPTM. Additional items or deletions must be processed per paragraph 10-1c.

d. A class representative will accompany each class for CIF issue. The representative will provide CIF with an alphabetized, typewritten roster. Each soldier will be required to complete DA Form 3645-1, date and sign. One copy will be given to class leader, cadre or instructor. Outside of the CIF building, the representative will conduct a shakedown of OCIE for inventory accuracy, serviceability, and proper fit.

e. The Foreign Student Detachment Commander is responsible for ensuring proper guidance and aid is given all foreign students concerning the issue, turn-in, exchange, and proper maintenance of equipment.

f. A class representative will accompany each class for CIF turn-ins.. The representative will provide CIF with an updated, alphabetized, typewritten roster.

g. Students who try to clear CIF and have shortages, wet, or dirty equipment will be given 72 hours to reconcile the conditions. If a shortage or damaged property results in a Statement of

Charges, Cash Collection, or Report of Survey, the 1st Battalion, 16th Cavalry, S4 will initiate the adjustment document. All adjustment documents will be prepared and processed per paragraph 10-10.

10-9. Permanent Party Support.

a. Permanent party personnel authorized OCIE support from the CIF may obtain issues or turn-in OCIE items at Bldg. No. 6568, Eisenhower Avenue. No appointment is necessary. Customers will be served on a first-come-first-served basis. Business hours are 0730-1100 and 1300-1430, Monday through Friday with 1300-1430 on Wednesdays and 0730-1100 on Fridays dedicated to new personnel issues only.

b. All soldiers must have unit assignment orders, valid military ID card, and proof of CIF clearance from their previous unit.

c. Soldiers who do not have proof of clearance from their previous unit will have a signed statement from the commander stating that action to verify proper clearance from the losing unit has been taken.

d. Soldiers will be issued only OCIE that is authorized by the current menu list for their parent command.

e. Department of the Army civilians, Army Reserve, and National Guard personnel are not supported by the CIF.

f. Each soldier will be required to sign and date two copies of the DA Form 3645/3645-1; one for the CIF, and one for the unit supply sergeant.

g. All military personnel are required to out process through the CIF. Personnel must have a copy of DA Form 137-2-R (Installation Clearance Record), the unit copy of the DA Form 3645/3645-1, and adjustment documents for any clothing and equipment that has been lost/damaged.

h. Equipment will be cleaned per CIF standards. For a partial list of instructions for cleaning equipment, see appendix A.

i. Partial turn-ins or substitute items will not be accepted.

j. Name tapes, insignia, or organizational patches will not be removed.

k. It is the unit commander's responsibility to ensure that all soldiers have their OCIE when reporting to the CIF for turn-in. In case of shortage during the inventory, the commander should direct the soldier to the Clothing Sales Store, Bldg. No. 6611, Eisenhower Avenue. When purchase is not feasible, a Statement of Charges, Cash Collection Voucher, or Report of Survey must be initiated (see paragraph 10-10). Cash Collection Voucher must be processed and finalized before turn-in of equipment. The soldier must have the appropriate adjustment document in possession when arriving at the CIF.

10-10. Adjustment Documents.

a. Statement of Charges/Cash Collection Voucher (DD Form 362). Unit commanders are responsible for ensuring that DD Forms 362 prepared per AR 735-5 before submission to the CIF. Supply personnel will use the current CIF price list from the CIF. Depreciation allowances will be per AR 735-5, appendix B. The original statement of charges/cash collection voucher will be submitted to the CIF Office for verification and assignment of document and/or transmittal number. The DD Form 362 will then be handcarried by the unit representative to the Defense Military Pay Office, Bldg. No. 1384, for processing; then brought back to the CIF for proper adjustment.

b. Reports of Survey. The original and four copies of the report and all exhibits are required. The survey is to be handcarried to DBOS, Office of the Director, Bldg. No. 1110-B, 3rd floor, for review, assignment of a survey number, and one copy retained for their files. When preparing a report of survey, the current AMDF price will be used. Upon determination of liability, depreciation allowances will be determined by the Survey Officer. Upon verification, the CIF PBO will assign a document number, sign and date the survey, provide the original plus one copy of the survey to the unit representative, retain two copies (one copy goes in the CIF files and other goes in the responsible soldier's CIF records), then credit is given for the material. Commanders should ensure reports of survey are initiated on soldiers in AWOL/DFR status. Upon notification the soldier is AWOL, the unit commander will ensure that the OCIE is inventoried on a separate DA Form 3645-1. The OCIE will be secured pending the return of the soldier or until DFR action is accomplished, whichever is first. If the inventory reveals shortages, physical turn-in of equipment will be delayed until a report of survey is prepared for all shortages. The survey and the soldier's DA Form 3645-1 will accompany the equipment to the CIF for turn-in.

c. Upon presentation of a processed Statement of Charges/Cash Collection Voucher or report of survey, the soldier will be reissued the items unless they are on orders to ETS or PCS or in an AWOL/DFR status. Permanent party soldiers will personally sign for reissue equipment. Commanders of training companies may allow their representative to sign for replacement of trainee equipment if the soldier is unable to come to the CIF.

10-11. Authority to Sign for Equipment. Units will furnish four copies of DA Form 1687 (Notice of Delegation of Authority – Receipt for Supplies) to the CIF. The DA Form 1687 will be signed by the company commander. Only personnel authorized on the DA Form 1687 will be permitted to request/receive or direct exchange (DX) OCIE at the CIF.

10-12. Updating Hand Receipts.

a. Equipment to be kept in the unit will be issued to commanders as temporary loan OCIE on DA Form 3161.

b. Hand receipts will be updated on change of hand receipt holder (company commander). A complete 100 percent inventory is required between the outgoing and incoming commanders, and results will be reported to the CIF 5 days before the outgoing commander's departure. Any existing shortages will be resolved per AR 735-5 before the commander's departure.

c. Every 6 months, the commander will inventory all OCIE on DA Form 3161. The commander will come to the CIF to update the hand receipt. Commanders who fail to update their hand receipts will have all supply transactions suspended.

10-13. Remaking of Clothing Records.

a. AR 710-2 and DA Pamphlet 710-2-1 prohibit the remaking of clothing records except as outlined in c and d below.

b. Clothing records will not be remade for the purpose of IG inspections.

c. Upon discovery of a missing clothing record at the unit level, the supply sergeant will notify the CIF PBO. A new duplicate record will be made at the CIF after the unit commander's designated representative comes to CIF, by appointment, to update clothing record.

d. When a clothing record at the unit level becomes torn, mutilated, full, or for any reason is completely unusable, a new clothing record will be stamped by the CIF only if the last column used on the old record agrees with the first column of the new record.

e. Clothing records issued by the CIF will be used only for OCIE issued by the CIF. Additional OCIE issued at the unit level will be kept on a separate DA Form 3645-1 and maintained in the unit.

Chapter 11

Military Clothing Turn-In Procedures

11-1. Purpose. To provide a single reference for use in withdrawal and turn-in of personal military clothing withdrawn from enlisted personnel and/or absentees per AR 710-2, AR 700-84, and AR 635-200.

11-2. Responsibility. Unit commanders will establish procedures to ensure that the military clothing of soldiers is disposed of per procedures established in this directive.

11-3. Applicability. Soldiers assigned or attached to Regular Army units supported by the DBOS Supply Management Branch.

11-4. Personnel with More than 6 Months Service Without Cause. This pertains to soldiers discharged or released from service with more than 6 months active duty, without cause of unsuitability/unfitness, misconduct, fraudulent enlistment, or for the good of the service.

a. Retain all military clothing items except the All Weather Coat, AB 385. The All Weather Coat, AB 385, will be withdrawn from soldiers with 3 years or less active duty. The All Weather Coat, AB 385, may be retained, however, if it is required for wear by the soldier while en route because of seasonal weather conditions. The unit commander will withdraw the two mandatory items (field [pile] cap and one barracks bag) from all soldiers regardless of time in service. Shortages will be accounted for on a Statement of Charges, Cash Collection Voucher, or Report of Survey, as appropriate.

b. Turn-in of clothing recovered will be IAW paragraph 11-13.

11-5. For Good of Service Other Than per AR 635-200. This pertains to soldiers discharged from service for reasons of unsuitability/unfitness, misconduct, fraudulent enlistment, or for good of the service, regardless of the type of discharge certificate issued. This paragraph does not apply to ARNG or soldiers released from active duty per AR 635-200.

a. All military clothing (to include boots) will be withdrawn except for underwear, socks, and towels. Replacement of shortages and/or unserviceable items will not be required but will be accounted for on a Statement of Charges, Cash Collection Voucher, or Report of Survey, as appropriate. Issue of civilian clothing, if required, will be requisitioned per paragraph 11-14.

b. Turn-in of clothing recovered will be IAW paragraph 11-13.

11-6. For Medical Reasons. This pertains to soldiers discharged or released from active duty for medical reasons. This paragraph does not apply to ARNG personnel.

a. All military clothing, except for underwear, socks, towels, and one complete Army Green uniform, appropriate to season, will be withdrawn. The All Weather Coat, AB-385, may also be retained, if required, for comfort because of seasonal conditions. Replacement of shortages and/or unserviceable items will not be required but will be accounted for on a Statement of Charges, Cash Collection Voucher, or Report of Survey, as appropriate. Issue of civilian clothing is not authorized.

b. Turn-in of clothing will be effected per paragraph 11-13.

11-7. Provisions of AR 635-200. This pertains to regular Army soldiers released from active duty, per AR 635-200, before completion of 180 days active duty. This paragraph does not apply to ARNG personnel. All recoverable military clothing items (to include boots), gloves, shell, leather, will be withdrawn. Replacement of shortages and/or unserviceable items will not be required but will be accounted for on a Statement of Charges, Cash Collection Voucher, or Report of Survey, as appropriate. Issue of civilian clothing, if required, will be requisitioned per paragraph 11-14.

11-8. Dropped from Rolls (DFR). This pertains to all soldiers DFR, except ARNG personnel.

a. Clothing belonging to soldiers who are in an AWOL status will be inventoried, safeguarded, and retained in the unit storage area until the soldier is returned to military custody or DFR as a deserter. If the absentee is returned to military custody, before being DFR, to an installation other than the one departed, the commander of the former station will ship the abandoned clothing to the soldier's new station. That officer will determine the amount of expense to the U.S. Government in shipping the clothing and will forward that information to the new station for the collection from the soldier's pay. A soldier in an AWOL status will be retained on the rolls for a period of 30 days, unless the soldier has a previous AWOL record, in which case they will be DFR immediately. This is not to be construed as any previous AWOL but an AWOL while awaiting disposition of a former absence. The criteria of AR 630-10, paragraph 3-2c, must be observed at all times. Under these criteria, the clothing of a soldier with a previous AWOL record will be turned in immediately upon DFR action. The clothing of a soldier with no previous AWOL record will be held for 30 days and turned in concurrent with DFR action. Turn-in documents for AWOL/DFR soldier will be clearly marked AWOL/DFR.

b. Units/activities will turn in military clothing items to the DBOS Supply Management Branch, Inspection and Classification Section, when an individual is DFR. The Inspection and Classification Section will classify the items and return them to the supply system.

c. Organizational clothing and equipment issued from the DBOS, Property Accountability Branch, CIF, and in the possession of DFR soldiers will be turned in to the CIF PBO to be accounted for and reissued as required.

11-9. ARNG Except Medical or DFR. Army NG personnel released from active duty, except those individuals DFR due to AWOL status, will be processed as follows:

a. NG personnel will retain all military clothing items brought on entry of active duty (if any) and all military clothing items issued at this installation and paid for from ARNG funds, regardless of quantity. Issue of civilian clothing is not authorized.

b. A DA Form 3078 (Personal Clothing Request) will be prepared in two copies, listing all military clothing items in possession of the individual. The original copy will be forwarded for inclusion in the individual's MPRF along with any issue documents in the individual's clothing file which reflect issue of clothing items charged to ARNG funds.

11-10. ARNG Dropped From Rolls. Army NG personnel DFR will be processed as follows:

a. The training unit commander or designee, inventories the trainee's personal clothing entering the unit and home station designation, and quantities of items on DA Form 3161 (Request for Issue or Turn-In Report). One copy of DA Form 3161 will be placed in MPRJ for return to the trainee's ARNG unit and one copy is mailed to the trainee's state USPFO.

b. Training unit will turn in recovered personal clothing with three copies of DA Form 3161 and two copies of the soldier's orders to the DBOS, Inspection/Classification Section. Upon receipt by the DBOS Supply Management Branch, Inspection/Classification Section, the clothing and DA Form 3161 will be inventoried. The installation will ensure that credit is provided to the National Guard Bureau based on the ratio of turn-ins that were ARNG compared with the total of Active Army, USAR, and ARNG. Credit provided will be 50 percent of the AMDF price for condition B items recovered. DBOS, Inspection/Classification Section will retain one copy and the second copy of DA Form 3161 will be sent to the supporting FAO for forwarding to the service member's home station (USPFO).

11-11. Authorized to Proceed to Home of Record Before Actual Separation. When a soldier is authorized to proceed to home of record before actual separation and the separation orders will be mailed, the following action will be taken:

a. Before departure from unit of assignment/attachment, items required to be turned in, as outlined in preceding paragraphs pertaining to the soldier, will be withdrawn, listed on DA Form 3078, and held in unit supply until copies of separation orders are received by the unit.

b. After notification of soldier's separation, clothing will be turned in per paragraph 11-13. A copy of the turn-in document will be mailed by the unit commander to the soldier at the home of record address indicated on the separation orders.

11-12. Posting of Records. Unit commanders are responsible for posting military clothing turn-ins to soldier's clothing records, if applicable. Positive action must be taken to ensure that military clothing withdrawn from soldiers is properly inventoried and promptly turned in and that a constant system of accountability is maintained to preclude loss or physical substitution of the clothing. Preparation of Statements of Charges, Cash Collection Vouchers, or Reports of Survey, as applicable, is the unit's responsibility.

11-13. Preparation of Documents and Turn-In of Clothing. Clothing withdrawn from active Army or USAR personnel will be listed on DA Form 3161, prepared in two copies. A separate DA Form 3161 will be prepared for each soldier. The DA Form 3161 will contain the unit address in block 2, the name, grade, and SSN of soldier in block 10, and signature of the unit commander in block 13. A remark will be included at the right of the form indicating the date and type of discharge or release, or the date the soldier was DFR due to AWOL status. All clothing will be turned in to the Inspection and Classification Section.

11-14. Procedure for Obtaining Civilian Clothing. Requisitions for civilian clothing will be prepared on DD Form 1348-6 (DOD Single Line Item Requisition System Document) as follows:

a. A separate DD Form 1348-6 will be prepared for one civilian shirt, one pair of civilian trousers, and one civilian belt. An additional DD Form 1348-6 may be prepared for one civilian jacket, if required due to weather conditions. The required size will be annotated on each DD Form 1348-6.

b. For active Army soldiers, requisitions will be submitted through appropriate supply channels to DBOS Supply Management Branch.

c. For USAR personnel, requisitions will be taken to the Reserve Support Branch, Bldg. No. 1117, for fund citation and subsequent delivery to DBOS Supply Management Branch.

d. Requisitions must be received by DBOS Supply Management Branch 48 hours before date of discharge to allow sufficient time to procure the required clothing.

e. Requisitions for civilian clothing only will be submitted for those individuals being separated from the service who do not possess sufficient civilian clothing required for travel.

Chapter 12

Defense Industrial Plant Procedures

12-1. General. The Defense Industrial Plant Equipment Center (DIPEC) is a field activity of the Department of Defense. The purpose of this organization is to obtain maximum reutilization of idle Industrial Plant Equipment (IPE) owned by the Department of Defense. In order to maintain an up-to-date inventory, installations must input inventory data on IPE while in use and when idle. To ensure reutilization of idle equipment, requisitions for IPE must be screened through DIPEC inventory records for availability.

12-2. Industrial Plant Equipment. Industrial Plant Equipment (IPE) is plant equipment with an acquisition cost of \$3,000 or more, used for the purpose of cutting, abrading, grinding, shaping, forming, joining, testing, measuring, heating, treating, or otherwise altering the physical, electrical, or chemical properties of materials, components, or end items used in manufacturing, maintenance, supply, processing, assembly, or research and development operations. Items of IPE within the Federal Supply Classes listed in AR 700-43, appendix 1a, must be reported to DIPEC as inventory in use/idle. Requisitions for IPE in these classes must be forwarded to DIPEC for screening before other procurement.

12-3. Requisitioning Procedures. If an IPE item is available from DIPEC for issue to a unit, there is no charge for the item; however, the gaining installation must pay transportation charges. The following procedures must be followed in order to obtain an item of IPE:

a. Unit Requisition.

(1) Unit/activity will determine if an item to be ordered meets the criteria for IPE. Assistance in identification of IPE items will be furnished by DBOS Stock Control/Storage Branch, Customer Assistance Section, phone 624-5047/1222.

(2) DA Form 2765-1 (Request for Issue or Turn-In) must be identified as "INDUSTRIAL PLANT EQUIPMENT" in block O and reflect Document Identifier Code AOE.

b. Installation Procurement.

(1) The commodity clerk receiving AOE document will prepare a DD Form 1419 (DOD Industrial Plant Equipment Requisition [Non-Availability Certificate]). The original and two copies will then be forwarded to DIPEC for screening and provision of suitable item or issuance of DD Form 1419, section V.

(2) If DIPEC does not have the item or a suitable substitute on hand, the DD Form 1419, with Section V completed, will be returned to DBOS Stock Control/Storage Branch in an original and one copy. The item will then be processed, through routine channels, within 45 days of the date shown in block 45, with a copy of DD Form 1419 attached.

(3) Upon receipt of the item from NICP, one copy of the DD Form 1348-1A (Issue Release/Receipt Document) will be forwarded to DBOS Stock Control/Storage Branch, Customer Assistance Section, for preparation of DD Form 1342 (DOD Property Record).

12-4. Reporting Procedures. Procedures for reporting Defense Industrial Plant Equipment are as follows:

a. Reportable Criteria. Industrial Plant Equipment within the Federal Supply Classes listed in AR 700-43, appendix 1A, must be reported to DIPEC as inventory in use. The following are exempt:

(1) In-use IPE in custody of military units tactically deployed or capable of being deployed.

(2) In-use IPE installed in mobile conveyances, such as shop vans and ships.

b. Initial Report. Installation organizations maintaining property books must take the following action upon receipt of an item of IPE:

(1) Furnish DBOS Stock Control/Storage Branch, Customer Assistance Section, a listing citing NSN, nomenclature, manufacturer, make, model, serial number, date of manufacture, length, width, height, electrical characteristics, and location. Also indicate document number of issue request.

(2) The Customer Assistance Section will initiate DD Form 1342 for initial input into the inventory.

(3) No further action will be required until the item becomes idle (no longer required).

c. Report of Idle Equipment.

(1) Unit/Activity will determine if the item to be turned in is an IPE item. Assistance will be furnished by CAS in identification of IPE items and DD Form 1342 will be provided for use during inspection and turn-in processing.

(2) When an item to be turned in is determined to be IPE, a DA Form 2407, (Maintenance Request), will be submitted to DBOS Maintenance Operations Branch requesting a technical inspection of the item.

(3) Equipment which requires or contains a power source for operation will remain in place to permit inspection of equipment under power.

(4) Upon completion of the technical inspection, processing equipment for turn-in will be accomplished.

(5) DD Form 1348-1A will be prepared and delivered to Bldg. No. 2781-A, Frazier Road, with equipment and equipment data records, e.g., equipment log book commercial brochures, lubrication orders, and operator's manuals. Also attach DA Form 3590 (Request for Disposition or Waiver) and DD Form 1342. Identify item as "INDUSTRIAL PLANT EQUIPMENT" in block V of DD Form 1348-1A.

(6) The CAS will forward DD Form 1342 informing DIPEC that the IPE is idle.

12-5. Annual Inventory. The DIPEC provides this installation a listing of reported assets. Upon receipt, a copy of the listing is furnished each reporting unit for validation, i.e., NSN, SN, year of manufacture, etc. At this time, reportable assets not included in the inventory will be added. The unit will provide information as specified in paragraph 12-4b(1) above.

Chapter 13

DOD Small Arms Serialization Program (DODSASP)

13-1. Purpose. The DODSASP is designed to provide investigative agencies with the identification of the last responsible activity having a specific serial numbered small arms weapon. Weapons reportable under this system include handguns, shoulder fired weapons; light automatic weapons up to and including .50 caliber MG; recoilless rifles up to and including 106mm; mortars up to and including 81mm, rocket launchers; and grenade launchers, both rifle and shoulder fired.

13-2. DA Central Registry. The central registry is located at the U.S. Army Armament, Munitions and Chemical Command, Rock Island, Illinois.

13-3. Installation Files. A file of all small arms under jurisdiction of this installation, by serial number and location, is maintained by the DBOS Stock Control/Storage Branch.

13-4. Unit Responsibilities.

a. Issue transactions. Issue documents must reflect the serial number of weapons being issued. Unit personnel should verify that the serial number, as recorded, agrees with the serial number of weapon received. Any difference, to include the document number of the issue transaction, should be reported immediately to the DBOS Stock Control/Storage Branch, phone 624-1953.

b. Turn-in transactions. Serial number must be recorded legibly in sequence.

c. Lateral transfers. All active Army lateral transfers must be approved by the DBOS Command Supply Discipline Program, Bldg. No. 1110-B. United States Army Reserve transfers will be approved by the 83d ARCOM, 121st ARCOM, or 100th Div (Tng). A copy of all lateral transfers will be furnished this installation, ATTN: ATZK-OSS-C (DODSASP Coordinator).

d. Inventory adjustments/reports of survey. A copy of each Inventory Adjustment Report or Report of Survey pertaining to small arms weapons will be furnished the DBOS Stock Control/Storage Branch, ATTN: DODSASP Coordinator.

e. Reconciliation. At least annually, a listing will be provided by the DBOS Stock Control/Storage Branch to each unit/activity which contains the NSN and serial number of all small arms registered in the installation files for that organization. Specific instructions will be provided with the reconciliation listing.

f. Posting of serial numbers to property book records. Suffixes are assigned to the serial number of some weapons for various reasons, i.e. R to denote rebuilt, A or X to distinguish one of the serial numbers whenever two weapons have been assigned the same serial number, etc. This suffix becomes a permanent part of the serial number and must be recorded on the property book record. Failure to accomplish this may result in the same weapon being registered twice.

13-5. System.

a. The KODAK KIMS System 4000 is a computerized document storage and retrieval system. Images are electronically scanned and stored as digital information on optical disks so that copies of documents may be retrieved later for viewing and/or printing. The keyboard has three main types of keys: character, function and command.

b. Systems Operation.

(1) Computer set-up. Operator signs on using account number, user ID and security code. Selects the appropriate job to be done from computer menu and place the computer in the scanning and indexing mode or the retrieval mode. The optical disk is placed in the disk drive and the operator selects the imaging parameter from a menu, based on the quality of the documents being scanned (i.e. light or dark).

(2) Scanning. Documents to be scanned are sorted by DODAAC. This enables the operator to duplicate this code, which is a six digit identification code, instead of keying each time. The Julian date and serial number which is eight digits numerical and/or alphabetic must be keyed in. Approximately 20 documents can be put in the feeder and scanned without operator intervention. After documents are scanned, the operator must index each document.

(3) If documents are retrieved, the appropriate disk number appears on the screen if document is not on the disk that is currently being used. The disk must be removed and appropriate disk inserted.

(4) Backup Files. Backup files are established for data recorded on a daily, weekly, and monthly basis, involving the use of floppy diskettes and magnetic tapes.

(5) Central Disk File. Documents are put on optical disks by calendar year and each disk is numbered on both sides. Each side of the disk holds approximately 3,500 records. These disks are kept in an index master file and maintained for 2 years.

13-6. Radiation Testing and Tracking System (RATTS). The RATTS is designed to provide investigative agencies with the identification of the last responsible activity having a specific

serial numbered chemical agent. Chemical agents reportable under this system include cell, detector chemical (a component of the chemical agent monitor [CAM]). In turn, the M43A1 detector and the M42 alarm are components of the M8A1 chemical agent alarm. The drift tube module in the CAM is the key component of the end item.

13-7. DA Central Registry. The central registry is located at the U.S. Army Armament, Munitions and Chemical Command, Rock Island, Illinois

13-8. Installation Files. A file of all radiation testing and tracking systems under jurisdiction of this installation, by serial number and location, is maintained by the DBOS Stock Control/Storage Branch.

13-9. Unit Responsibilities.

a. Issue Transactions. Issue documents must reflect the serial number of chemical agents being issued. Unit personnel should verify that the serial number, as recorded, agrees with the serial number of chemical agent received and a copy furnished this installation, ATTN: ATZK-OSS-C (RATTS Coordinator).

b. Turn-in Transactions. Serial number must be recorded legibly and in sequence. Keep in mind that the M8A1 has two serial numbers that must be recorded. One for the cell and one for the detector.

c. Lateral Transfers. Same as DODSASP.

d. Inventory Adjustments/Reports of Survey. A copy of each Inventory Adjustment Report or Report of Survey pertaining to chemical agents will be furnished the DBOS Stock Control/Storage Branch, ATTN: RATTS Coordinator.

e. Reconciliation. At least annually, a listing will be provided by the DBOS Stock Control/Storage Branch to each unit/activity which contains the serial numbers of all chemical agents registered in the installation files for that organization. Specific instructions will be provided with the reconciliation listing.

13-10. Controlled Cryptographic Items Serialization Program (CCISP). The purpose of the CCISP is to maintain serial number visibility of designated CCEI within the Active Army, U.S. Army Reserve, Army National Guard, and Army Reserve Officer Training Corps. The CCISP will provide NSA and investigative agencies, within 72 hours, the identification of the last responsible Army activity having a specific serial numbered CCEI.

13-11. DA Central Registry. The Central Registry is located at the U.S. Army Communications-Electronics Command, Communications Security Logistics Activity, Fort Huachuca, Arizona.

13-12. Installation Files. A file of all COMSEC under jurisdiction of this installation, by serial number and location, is maintained by the DBOS Stock Control/Storage Branch.

13-13. Unit Responsibilities.

a. Issue documents must reflect the serial number of COMSEC being issued. Unit personnel should verify that the serial number, as recorded, agrees with the serial number of COMSEC received. Any difference, to include the document number of the issue transaction, should be reported immediately to the DBOS Stock Control/Storage Branch, phone 624-1953. Off post units should forward a copy of the issue transaction with serial numbers to this installation, ATTN: ATZK-OSS-C (CCISP Coordinator).

b. Turn-in Transactions. Serial numbers must be recorded legibly and in sequence.

c. Lateral Transfers. All active Army lateral transfers must be approved by the DBOS, Command Supply Discipline Team, Bldg. No. 1110. USAR transfers will be approved by the 83d ARCOM, 121st ARCOM, or 100th Div (Tng). A copy of all lateral transfers will be furnished this installation, ATTN: ATZK-OSS-C, ATTN: CCISP Coordinator.

d. Inventory Adjustments/Reports of Survey. A copy of each Inventory Adjustment Report or Report of Survey pertaining to COMSEC will be furnished the DBOS Stock Control/Storage Branch, ATTN: CCISP Coordinator.

e. Reconciliation. At least annually, a listing will be provided by the DBOS Stock Control/Storage Branch to each unit/activity which contains the NSN and serial number of all COMSEC registered in the installation files for that organization. Specific instructions will be provided with the reconciliation listing.

Chapter 14

Customer Assistance

14-1. General. The Customer Assistance Section (CAS), DBOS Stock Control/Storage Branch, provides the chain of communication and coordination with its customers and performs services designed to assist customers in the effective maintenance of supply operations and reduce related administration at customer levels. These services include periodic liaison visits to customer unit/activities; assistance in follow-up, cancellation, and/or reconciliation of due-ins; PLL; CBS-X reporting and validation; TAEDP edit; DIPEC reporting and inventory; and, follow-on training of unit personnel in the current supply systems. Assistance may be obtained 0730-1630, Monday-Friday, by telephone, in writing or by visiting the CAS in Bldg. No. 2807, 624-1222/4509 (DSN 464). Questions relating to local purchase items should be directed to the Local Purchase Section, 624-2510/8436/5243 (DSN 464). For Logistic Information File (LIF) update/status, 624-1222/4509 (DSN 464).

14-2. Liaison Visits. Liaison visits will be scheduled as needed. These visits are a means of furnishing assistance in solving problems that are preventing customers from receiving timely supply support.

14-3. Control of Repairable Recoverable Items.

a. DA has directed that greater emphasis be placed on the prompt repair or return of unserviceable repairable items for which replacement is requested by the user. The following requires turn-in of the unserviceable item concurrent with or before submission of request for replacement.

(1) AR 710-2, paragraph 2-6e.

(2) DA Pam 710-2-1, paragraph 2-11.

b. Units who are issued items that have recoverability codes of D or L will automatically receive an overaged repairable listing. If the item listed is for initial issue, annotate listing with the words "INITIAL ISSUE." If the item is to replace an item that is unserviceable, annotate the listing with "TURN-IN DOCUMENT NUMBER" and enter the document number of the turn-in document. In either case, return the listing back to Customer Assistance.

c. The primary system for control of recoverable items at this installation will be the use of overaged repairable listings. Supported units/activities are required to ensure that the listings are properly annotated and returned to the CAS on a timely basis. Noncompliance will necessitate command channel follow-up.

Chapter 15

Ammunition Procedures

15-1. General. The Department of the Army and Headquarters, TRADOC have established detailed procedures for unit management of ammunition in AR 710-2, DA Pam 710-2-1, and TRADOC Reg 700-2. The guidelines contained herein are local ammunition section operating procedures designed to simplify the forecasting, requisition, issue, turn-in, transportation, safety, security, and handling of ammunition. These guidelines should be used in conjunction with AR 710-2, DA Pam 710-2-1, and TRADOC Reg 700-2 procedures and are not intended to modify or supplement specific requirements in those directives.

15-2. Programming for Ammunition.

a. Prepare DA Form 5514-R (TAMIS Training Ammunition Forecast Report) as outlined in DA Pam 710-2-1, and submit through command channels to this headquarters, ATTN: ATZK-PTP-A (Ammunition Coordinator), not later than the 10th of each month. The report should include requirements for all ammunition (to include dummy, inert or practice items). Requirements that munitions be cleared "for use in overhead fire" must be specifically annotated and must be received 90 days before the anticipated requirement date.

b. Organizations/activities requiring ammunition for use at other TRADOC or FORSCOM installations will observe procedures outlined in TRADOC Reg 700-2.

c. State Adjutants General and major Army Reserve commands should comply with procedures outlined in TRADOC Reg 700-2.

15-3. Requests for Ammunition.

a. Requests for ammunition to support basic and operational loads, i.e., mobilization, contingency or operations plans, guard, security police missions, etc., will be prepared and processed as indicated in the following paragraphs. Accountability will be maintained per DA Pam 710-2-1. The commander of the unit or activity receiving the ammunition is responsible for ensuring issue/return documents are promptly provided to the applicable property book officer so necessary accountability can be maintained.

b. Requests for training ammunition and explosives will be prepared on DA Form 581 (Request for Issue and Turn-in of Ammunition) in strict compliance with chapter 11, DA Pam 710-2-1. Requests MUST reflect NSN and DODIC and Training Event Code.

c. Submit ammunition requests through established training channels, i.e., Battalion S-3, U.S. Army Reserve Command (for USAR); State Adjutant General's Office (for ARNG); or U.S. Reserve Officer Training Corps Region (for ROTC), for approval and/or processing. Requests for basic and operational loads must be processed through appropriate property book officers.

d. DA Forms 581 received from U.S. ROTC for use at training sites other than Fort Knox must include a certificate stating that quantity-distance, compatibility, storage facilities, and security meet all requirements of these regulations: AR 190-11, AR 385-64, DOD 5100.76-M, and DOD 6055.9 STD. Requests which do not include this certificate will be returned for correction before ammunition is issued or shipped.

e. DA Forms 581 must be initiated in sufficient time to arrive at the Muldraugh Ammunition Storage Area (MASA) at least 3 working days before the requested pickup date. Ammunition not picked up within 2 working days of the date specified on the ammunition request will be canceled.

f. Request for shipment of ammunition to off-post units or activities must be submitted to arrive at the MASA at least 60 calendar days before the required delivery date.

15-4. Receipt of Ammunition.

a. Requisitioning units will provide all transportation, working parties, and security required for the movement of ammunition from/to the MASA.

(1) Transportation equipment:

(a) DA Pam 710-2 requires that unit commanders designate personnel to inspect vehicles transporting ammunition prior to their arrival at the MASA. Inspection will be listed on DD Form 626 (Motor Vehicle Inspection [Transporting Hazardous Materials]). Vehicles transporting ammunition off-post must meet Department of Transportation (DOT) safety standards and must be inspected by MASA surveillance personnel using DD Form 626. Driver/operator of vehicle must have an operator's license stamped, "Hazardous Materials Handling Qualified." There is NO provision for waiver of ANY safety requirement or safety equipment listed on the inspection form for unit personnel to inspect vehicles transporting ammunition or explosives off-post.

(b) Off-post movement of any quantity of live ammunition over public highways requires a valid DD Form 1266 (Request for Special Hauling Permit). See your supporting transportation/movements coordinator for details.

(c) Vehicles transporting ammunition and explosives must display the appropriate DOT Placards (on all four sides). Placards are posted when ammunition is loaded and removed when ammunition is unloaded. Only the highest classification of placard is posted on the vehicle. Placards must be securely taped or fastened in such a manner to be totally visible at all times. Current listings of placards for most common use items are available at the Muldraugh Ammunition Storage Area (MASA), phone (502) 624-8154, DSN 464-8154.

(d) All U.S. Army tactical vehicles are suitable for transporting ammunition. All non-covered vehicles transporting munitions will have tarps to cover load, to include appropriate straps/lines for securing. The use of privately owned vehicles is prohibited.

(e) Sufficient number of vehicles must be available in order to comply with ammunition compatibility requirements. Only the driver and assistant driver is permitted to ride in a vehicle transporting ammunition. Detail personnel must be transported in a separate vehicle.

(f) During periods of severe weather, i.e. heavy snow, ice, etc., vehicles transporting ammunition and explosives to and from the MASA may require tire chains on the rear wheels (or both the front and rear wheels) if road conditions inside the MASA warrant. All snow and ice must be removed from bed of vehicle before loading.

(g) A current chart indicating transportation compatibility of common use ammunition items is available at the MASA.

(h) Units are required to provide sufficient tie-down straps (NSN 1670-00-725-1437 or 5340-00-980-9277) to meet load requirements when picking up ammunition. Vehicle operators are required to inspect loads to ensure that vehicle load limits are not exceeded, loading equipment is properly adjusted and loads are secured to meet road and transit conditions.

(2) Commanders are responsible for security of ammunition and missiles as prescribed in AR 190-11. Ammunition will never be left unattended or unsecured.

(a) Security requirements for each Controlled Item Inventory Codes (CIIC) are:

<u>CIIC</u>	<u>REQUIRES ARMED GUARD</u>	<u>CUSTODY OF SGT OR ABOVE</u>	<u>CONTROL OF DESIGNATED PERSONNEL</u>	<u>TWO PERSON RULE</u>
1, 5, 6 (Category I)	X	X	X	X
2, 8 (Category II)		X	X	X
3 (Category III)			X	X
4 (Category IV)			X	X

b. Issues.

(1) Issuing hours for the MASA are from 0800-1530, Monday through Friday. All ammunition issues are on a "fill or kill" basis, with no dues out established. Storage magazines are secured promptly at 1600. Issues or turn-ins not completed by 1600 will be zeroed or canceled. When emergency overtime is required to complete issues/turn-ins to/from on-post units, costs must be borne by the unit or major command requesting the overtime.

(2) One copy of the issue DA Form 581 and DA Form 3151-R (Ammunition Stores Slip) is provided with each issue. The form indicates items, quantities and lot numbers issued, and cites handling and security restrictions which may apply to the ammunition.

c. Signature cards.

(1) Signature card procedures outlined in DA Pam 710-2-1, section IV, chapter II, will be followed. Cards which do not reflect all required information will be rejected.

(2) Provisions for adding/deleting persons from DA Form 1687 (Notice of Delegation of Authority – Receipt for Supplies) do not apply to Class 5 ammunition. The most recently dated DA Form 1687 will always supersede all previously dated cards for a unit.

d. Vehicles to be loaded with explosives in advance of scheduled usage may be parked in the MASA Vehicle Holding Area (VHA) subject to the following conditions.

(1) A request to park explosive-laden vehicles is initiated by FK Form 187 (Muldraugh Ammunition Storage Area [MASA] Vehicle Holding Area [VHA] Parking Request).

(2) Vehicles may be left for a period not to exceed 72 hours (excluding weekends and holidays).

(3) Safety inspection must be performed as indicated in paragraph 15-4a(1)(a) above. Loads must be properly covered, segregated, secured, tied down, and vehicles properly placarded. Vehicles must have and employ drip pans to prevent contamination from petroleum leaks.

(4) Small, loose, pilferable type items, i.e., small arms ammunition, simulators, etc., must be in a locked, banded, or otherwise sealed container, so that access cannot be gained to the items without resulting in damage to the container or seals.

(5) VEHICLES WHICH CONTAIN MIXED LOADS OF BOTH AMMUNITION RESIDUE AND LIVE AMMUNITION WILL BE DENIED ENTRANCE TO THE VHA.

(6) Vehicles denied access to the MASA VHA may be parked on ranges. Unit personnel should contact the Range Office, phone 624-1447/2135, and provide 24-hour security for the vehicle(s).

(7) Ammunition MAY NOT be added to, or removed from, vehicles while parked in the VHA. The only exception to this requirement involves vehicles which will not start and require a "tow" or "jump-start." Units must be prepared to unload the vehicle before "towing." Jump-starting is permitted using slave cables (tactical vehicles) or jumper cables (TMP vehicles). Use of starter fluid, spray, etc., and/or performance of any mechanical work, i.e., repair or removal of carburetor, is prohibited.

f. To remove vehicles from the VHA:

(1) Unit representative must have the receipt copy of the VHA FK Form 187, a valid military driver's license and a valid U.S. Government-issued identification card. A driver's license is acceptable identification for the individual IF it contains a picture of the individual.

(2) Unit representative must have at least two full fire extinguishers, rated 10 B:C or more. Armed guard and/or escorts must be present, if required (paragraph 15-4a(2) above).

(3) Unit representative will physically inventory the contents of the vehicle before departure from the VHA, and immediately report any discrepancies to the MASA guard.

g. Separate procedures apply to use of the VHA for vehicles containing contingency plan ammunition. Coordinate requirements with the Chief, MASA, phone 624-8154/4611.

15-5. Training Ammunition Management and Control. Units requesting and receiving ammunition from the MASA must be completely familiar with requirements and procedures contained in DA Pam 710-2-1, chapter 11.

15-6. Storage of Ammunition in Unit Areas. Explosive storage license requirements contained in AR 385-64 provide the following instructions or limitations on storage of ammunition in unit or higher headquarters areas: limit quantities of Class/Division 1.4 items stored in arms rooms (e.g., MP, security guard force, and CID) to quantity necessary to meet one day operational requirement. Do not store Class/Division 1.4 items in training unit arms rooms.

Draw and store ammunition for qualification and training purposes at the local ammunition supply holding area to support unit training.

15-7. Storage and Use of Ammunition and Explosives on Ranges.

a. The following general guidelines apply to range ammunition supply points:

(1) Flame/spark producing items, flammable liquid (bore cleaner, oil, etc.) and designated smoking areas should be at least 50 feet from the ammunition storage/issue site.

(2) Display appropriate hazard placards in such a manner as to be visible from the range entrance.

(3) Two fire extinguishers, rated 10 BC or more, will be readily available for use.

(4) Ammunition will be positioned on pallets or suitable dunnage to provide 3 to 6 inches of clearance off the ground.

(5) Break seals only on those boxes to be immediately unpacked and fired. Do not remove seals ahead of time.

(6) During wet weather, cover the ammunition.

(7) Do not burn excess propellant increments until the projectile or mortar has been fired.

(8) Some ammunition boxes and pallets are treated with potentially hazardous preservatives. If burned, they may produce toxic fumes. Troops should wash their hands after handling them. Eating at the ammunition point should be prohibited.

(9) All residue (clips, boxes, cans, speed loaders, bandoleers, brass, etc.) must be sorted and turned in upon completion of firing. Brass must be relatively clean and checked to ensure separation of empty brass and live or damaged rounds. **Under no circumstances will any type of residue be kept on the range, destroyed, or discarded in trash containers. Combustible residue storage or sorting points must be located at least 50 feet from the ammunition storage (temporary issue) points.**

b. Unannounced inspections of range-firing activity will be conducted by the MASA QAS(AS). Inspection reports will be submitted through command channels for corrective action as appropriate.

15-8. Misfires and Duds.

a. Misfires are to be retained on the range and turned in with residue and remaining live serviceable ammunition. Ensure that misfire ammunition is marked "Misfire" and is not mixed with serviceable ammunition.

b. Duds are not recoverable. Contact Range Control for instructions.

15-9. Malfunctions. Immediately REPORT ALL malfunctions to Range Control. Range Control will notify applicable personnel and an investigation will be initiated per AR 75-1.

15-10. Suspended Ammunition.

a. The Ammunition Surveillance Unit, MASA, is responsible for monitoring suspensions and restrictions and determining appropriate actions.

b. When suspension/restriction notices are received, Ammunition Surveillance will determine the presence of affected lots. In the event a suspended/restricted lot is in use on the range, immediate action will be taken to ensure using units are notified. Specific instructions concerning hazards, precautions and necessary technical assistance will be provided.

c. All ammunition used at this installation must be issued at this installation, otherwise suspended/restricted ammunition cannot be identified. For this reason, it is essential that units coordinate with Ammunition Surveillance before bringing ammunition from their home station.

15-11. Turn-In of Unused and Unserviceable Ammunition.

a. On completion of firing, return all unused and/or unserviceable ammunition to the MASA. Prepare DA Form 581 in five copies in strict compliance with DA Pam 710-2-1. Schedule the turn-in 24 hours (1 working day) in advance by delivering a copy of the live turn-in document to the MASA for SAAS-4 computer processing.

b. Vehicles returning ammunition will be inspected under the same criteria outlined in paragraph 15-4a(1)(a). Vehicle loads MUST be segregated by type and lot number BEFORE entering the MASA. Vehicles with unsegregated loads WILL NOT be processed. There is NO segregation area in the MASA.

c. Serviceable ammunition will be listed on DA Form 581 citing correct NSN, DODIC, nomenclature, and quantity. Returned ammunition will be packed exactly as it was issued, to include inner pack cardboard boxes and packing, and outer wire bound containers. All fuses or

detonating elements will be set on "SAFE." All safety devices will be reinstalled in their original position. An Ammunition Inspection Certificate signed by a SFC or above from the unit returning the items will be placed in each opened container. Unexpended ammunition from more than one issue document MAY NOT be consolidated for turn-in on a single document.

d. Ammunition which cannot be returned to stock for immediate issue due to condition, lost lot identity, incorrect containers, or packing materials is classified as unserviceable and may be referred for property adjustment action per AR 735-5. Turn-in units must provide a completed DA Form 581 BEFORE returns will be accepted.

e. If, for any reason, it is impossible to return the ammunition in a safe condition, request technical advice and assistance from the MASA Surveillance Office, phone 624-8120.

15-12. Ammunition Brass, Residue, and Components.

a. All recoverable ammunition residue (DA Pam 710-2-1, paragraph 11-3e) will be returned directly to the MASA. Turn-ins are accepted Monday through Thursday on a first-come-first-served basis. Turn-ins are accepted on Friday on an appointment basis only.

b. **Returns must be segregated/sorted before entering the MASA. There is NO segregation area in the MASA. Expended small arms cartridge casings and links must be segregated by type, i.e., steel, brass, aluminum, and by caliber, and casings from live ammunition sorted from blank ammunition casings. All residue ammo cans and boxes will be EMPTY.**

c. Prepare DA Form 581 in strict compliance with DA Pam 710-2-1. Required statements and remarks must be included on the form.

d. The requirement for prior unit inspection of returns and correct document preparation will be rigidly enforced. Incomplete documentation will be rejected. If acceptance inspection reveals live rounds, unfired primers, etc., the turn-in will cease. Credit will be given for items accepted to that point. All remaining items on the turn-in document will be rejected and returned to the unit pending re-inspection by an SFC or above and preparation of new turn-in documents.

15-13. Reconciliation of Ammunition Issues.

a. The activity that first issued the ammunition on DA Form 5515 (Training Ammunition Control Document) reconciles the issue with the user per paragraph 11-14, DA Pam 710-2-1.

b. Within 5 working days after completion of the training event, the activity receiving the ammunition from the MASA must reconcile the issue as follows:

(1) Return all unexpended ammunition. **Return all ammunition residue and packing materials.**

(2) **Submit a DA Form 5811-R (Certificate-Lost or Damaged Class 5 Ammunition Items) for shortages of ammunition and residue. (AR 15-6 investigation is required for shortages/overages of Category I and II items.)**

(3) Initiate action and attach evidence of that action (e.g., copy of Report of Survey, request for investigation, etc.) when damage to live ammunition is other than fair wear and tear (FWT).

(4) Submit a DA Form 5692-R (Ammunition Consumption Certificate) for specially controlled training ammunition (paragraph 11-13.1, DA Pam 710-2-1).

c. When reconciliation is not completed within the 5 working day period, without prior coordination, no more training ammunition will be issued until reconciliation is completed, either by turn-in action or proof of initiation of investigation.

d. When units have ammunition on hand, regardless of the reason or circumstance, after turn-in has been completed and document reconciled, amended turn-ins must be prepared and processed as outlined in paragraph 11-15j, DA Pam 710-2-1.

15-14. Transportation of Ammunition and Explosives by Government-Owned Motor Vehicles.

a. Motor truck shipments. Requirements pertaining to motor truck shipments of ammunition and explosives are contained in AR 190-11 and AR 385-55 and will be complied with when transporting ammunition and explosives.

b. In transit.

(1) ANY movement of ANY quantity of live or blank ammunition and/or explosives, on (or crossing) ANY public traffic route requires coordination and approval of the Kentucky Transportation Office by issue of a DD Form 1266.

(2) The route for internal transportation of ammunition and explosives is from the MASA via Brandenburg Station Road to Frazier Road, then either to Wilson Road or Range

Road to the ranges. Units using Range Road to get to the ranges may use North Delaware Street to Eisenhower Avenue to Main Range Road in order to avoid Agony Hill. No other routes will be used without prior approval of the Provost Marshal, this headquarters. Movement of ammunition laded vehicles through the main post cantonment area is prohibited.

(3) Vehicles transporting ammunition to Yano Range may be routed along Brandenburg Station Road to U.S. Highway 31W overpass, then on U.S. 31W to intersection of Kentucky State Road 434 to Yano Range. NOTE: DD Form 1266 is required.

(4) Civilian operators of explosive-laden military vehicles traveling off-post must have in their possession a valid Commercial Driver's License (CDL) stamped "HAZMAT CERTIFIED."

15-15. Reporting Guided Missile Firings. Commanders of units firing TOW, DRAGON, REDEYE, etc. missile systems are responsible for preparing and submitting Firing Data Reports to Commander, U.S. Army Missile Command, within 3 days of the firing.

15-16. Ammunition Basic Loads.

a. Policy, procedures, and detailed responsibilities for the requisitioning of unit basic loads of ammunition are contained in FORSCOM Reg 700-3 (Ammunition Basic Loads).

b. Periodically, FORSCOM provides an approved Basic Load Authorization and Basic Load Recap for review and processing. After review by unit commanders and required changes are entered, the Recap is returned to this headquarters, ATTN: ATZK-OSS-A for approval. The approving office returns two copies of the Recap (or FORSCOM Form 149-R [Ammunition Basic Load Computation Sheet]) to the unit for file, one copy to the MASA for supply action.

c. Ammunition basic loads held in MASA storage will be issued only in event of actual deployment or mobilization, or direction of higher headquarters.

15-17. Procedures for Ammunition Amnesty and Ammunition "Found on Post."

a. Personnel safety shall be the primary consideration at all times. Ammunition of unknown origin, excluding small arms ammunition .50 caliber and below, is considered to be hazardous and must not be moved by untrained personnel. Mark the location and notify the Explosives Ordnance Detachment (EOD), phone (502) 624-6425/5631, and they will respond to the location of the hazardous item.

b. The MASA is the primary ammunition found on post (AFOP) and amnesty turn-in point. All ammunition, components, and ammunition residue will be accepted with or without documentation, from military or civilian personnel, with no questions asked, during normal operating hours. MASA will establish maintain and monitor an ammunition amnesty box, capable of accepting material larger than .50 caliber within the authorized limits to the Brandenburg Station Road entrance. This box will be inspected and emptied daily by ASP personnel. MASA will establish an ammunition amnesty day for the installation annually, the date, location and process will be established and published annually by the Chief of MASA.

c. The Explosive Ordnance Detachment (EOD) will respond to calls of AFOP or amnesty ammunition suspected of being in a hazardous condition. Responding EOD personnel will determine appropriate disposition of the material, i.e., immediate destruction or recovery and return to the MASA. The EOD is NOT a designated amnesty turn-in point and ammunition will not be taken to that unit for disposition.

d. Commanders will establish an Ammunition Amnesty Program and employ the ammunition found on post procedures as outlined herein. Commanders will insure that the following is included in the unit program and being complied with.

(1) A nonintimidating atmosphere for soldiers and civilians to freely turn-in or report the location of ammunition. Do not ask personal questions i.e., name, address, unit. Questions about how the ammunition may be asked, so that ammunition control can be improved, however ammunition amnesty users are not required to answer these questions. No attempt will be made to punish or prosecute individuals using the amnesty program, since this will discourage use by others in the future.

(2) All soldiers and civilians will have the option to turn-in or report AFOP and amnesty ammunition through their chain of command without fear of reprisal.

(3) Semi-annual amnesty program training will be conducted at the unit/activity level. The training and attendance is to be documented and filed per regulatory procedures.

(4) All personnel involved in a training exercise employing ammunition and explosives will be given a safety and ammunition program briefing prior to the training exercise.

(5) A copy of the ammunition amnesty program policy will be posted on the unit/activity bulletin board with ammunition amnesty turn-in posters. Posters will contain location of ammunition amnesty turn-in points, telephone numbers and information for potential users.

(6) The location of all amnesty boxes established will be coordinated with Armor Branch Safety Office and the approved location will be reported to the Chief of MASA through memorandum. The same action is required upon the addition, deletion and relocation of an ammunition amnesty box.

(7) Ensure that only the approved design boxes are used. The accepted boxes are equipped with a hasp/staple for a padlock and having a single deposit hole at the top, no larger than 7/8 inch in diameter. Boxes should be marked "AMMUNITION AMNESTY BOX FOR SMALL ARMS AMMUNITION ONLY."

(8) Amnesty boxes will be inspected and emptied daily.

(9) The establishment and use of ammunition amnesty boxes on ranges is prohibited.

c. The Law Enforcement Command will establish ammunition amnesty boxes at each entrance to the installation and at the Military Police Station. The Military Police will assist persons in identifying locations and obtaining EOD assistance to location of ammunition suspected of being in hazardous condition. The amnesty boxes will be inspected and emptied daily.

f. Turn-in procedures, persons desiring to turn in other items will call the Ammunition Hot Line, (502) 624-AMMO, for information, 24 hours a day. If the items are suspected of being hazardous condition, personnel should call EOD, (502) 624-6426/5631, who will respond to the location of the suspected hazard. Information is also available by calling the Ammunition Supply Point (502) 624-8154/4611/8120, during normal operating hours. Ammunition larger than .50 caliber may be turned in to MASA during normal operating hours. Other than normal operating hours, it may be placed in the ammunition amnesty adjacent to the Brandenburg Station Road entrance. This amnesty area will be inspected and emptied daily by ASP personnel.

g. Amnesty boxes, capable of accepting materiel larger than .50 caliber may be established ONLY under the following conditions.

(1) Amnesty boxes must meet Quantity Distance (QD) and explosives safety requirements for all classes of ammunition, i.e., minimum distance of 670 feet from nearest inhabited building or public traffic route; sandbagged on three sides and barricaded on one side.

(2) Boxes must be configured so that trained personnel can determine when items have been placed in the box.

(3) Prior coordination with the QAS(AS), Armor Branch Safety Office, and Fort Knox Provost Marshal office (Physical Security) is required before boxes are established.

15-18. Surveillance of Ammunition in Troop Units. All units or activities storing ammunition and/or explosives are subject to inspection by Armor Branch Safety Office QAS(AS). The inspections will be made on an unannounced/as required basis, to determine if storage is per safety and surveillance regulations, with results reported through command channels for information and/or correction action, as applicable.

15-19. Availability of Ammunition Residue for Training Purposes.

a. All recoverable ammunition residue, without exception, is to be returned to the MASA. Retention by units for any purpose is not authorized.

b. When ammunition residue is required for a valid specific training purpose, request the residue on a DA Form 581. Prepare the DA Form 581 in six copies.

c. Many wooden ammunition containers and pallets are treated with chemical preservatives which are potentially hazardous when handled or ingested. Use of these items as construction material, partitions, flower boxes, storage containers, etc. is prohibited.

d. Units are not authorized to request ammunition residue from the DRMO (DA Pam 710-2-1).

15-20. Transportation of DOT Class 1.4 Small Arms Ammunition in Government Sedans or Vehicles Without Separate Cargo Compartment. Small arms ammunition ONLY may be transported in the trunk of sedans or in vehicles without separate cargo compartments, i.e., vans, M151 1/1 ton truck, etc., providing

- a. The Total Net Explosive Weight (TNEW) does not exceed 25 pounds.
- b. Loads are secured to prevent shifting during transit, regardless of quantity.
- c. Vehicle weight limits are not exceeded.
- d. Vehicle safety/inspection requirements are met. Fire Symbol No. 4 is displayed for on-post movement.
- e. Appropriate DOT placard is displayed.

f. DD Form 836 (Shipping Paper and Emergency Response Information for Hazardous Materials Transported by Government Vehicles).

g. HAZMAT certified.

h. Package weight less than 66 pounds requires ORM-D stamp.

Chapter 16

Due-In/Due-Out Reconciliation Procedures

16-1. Definitions.

a. **Customer Due-In.** A customer's request for issue which has not been filled and for which the customer has an outstanding due-in. Status information may or may not have been received from the DBOS Stock Control/Storage Branch concerning action taken on the request. A due-in from the customer's viewpoint is a DBOS Stock Control/Storage Branch "due-out."

b. **Supply Management Due-Out.** An outstanding obligation of the DBOS Stock Control/Storage Branch to fill a customer's request for issue. This obligation continues until such time as the requirement has been filled or is canceled by the customer, DBOS Stock Control/Storage Branch, or NICP.

c. **Reconciliation.** A comparison between the customer and the DBOS Stock Control/Storage Branch to ensure accuracy of records for continuing supply action for those items actually required and to effect cancellation of items no longer needed.

d. **DBOS Stock Control/Storage Branch initiated reconciliations.** This type of reconciliation is referred to as "tops-down" and will be automatically generated by the DBOS Stock Control/Storage Branch on a monthly, quarterly, or as-required basis.

16-2. Frequency of Due-Out Reconciliation. All customers will reconcile their due-out records with the supporting activity (i.e. DBOS Stock Control/Storage Branch) monthly.

a. Reconciliation may be accomplished on either a monthly or quarterly basis, depending on the installation or supported activity requirements.

b. **Special.** In addition, special reconciliations may be required under certain circumstances.

16-3. General. Because of changing conditions and requirements, supplies due-out to units may no longer be required. In many cases, the "due-outs" to a unit represent a sizable portion of the funds available for supplies required to submit timely cancellation actions for items no longer required.

16-4. Condition of Potential Action.

a. Some of the reasons items may no longer be required are:

- (1) Change of mission.
- (2) Personnel reductions.
- (3) Equipment changes/reductions.
- (4) Inactivations and reorganizations.

(5) Items obtained from another source, such as cannibalization point or lateral transfer from another unit.

- (6) Fund reductions.

b. Any of the above conditions should alert commanders and staff personnel of the necessity for an immediate review of "dues-in" and to request cancellation of any items not required.

16-5. Tops-Down Reconciliation Package. The monthly and quarterly "tops-down" "due-outs" reconciliation packages are identical and will consist of a "due-outs" reconciliation listing printed in document number sequence and will contain all items due-out as of the reconciliation cut-off date indicated in the listing.

16-6. Distribution of Reconciliation Package.

a. The monthly "due-outs" reconciliation listing will be prepared and distributed by the CAS.

b. The CAS will assist customers in completing the reconciliation, if required.

c. The CAS will ensure that all customers have completed the reconciliation within the time frame (10 days; 30 days for off-post reserve units) and contact customers who have not completed the reconciliation to determine the reason for delay. Contact may be by telephone, correspondence or personal visit to achieve the reconciliation. A list of USAR units not completing the reconciliation within the time frame will be furnished to major command headquarters.

16-7. Comparison with Unit "Due-In" Records. Upon receipt of the "tops-down" "due-out" reconciliation package, the customer will compare unit "due-in" records (document register) with the "due-out" reconciliation listing and take the following action as applicable by the reply due date (plus 15 days for USAR) as indicated on the paragraph 16-6c.

- a. If the unit "due-in" records match the reconciliation listing, return the listing to the CAS.
- b. If the customer desires to cancel or follow-up on a "due-in," annotate the listing with "AF1" for follow-up and "AC1" for request for cancellation.

16-8. Return of Reconciliation Documents. Upon completion of reconciliation actions, forward the listing to DBOS Stock Control/Storage Branch, ATTN: ATZK-OSS-S (Customer Assistance), Fort Knox, Kentucky 40121-5000. Receipt of this listing by CAS terminates the suspense record at the DBOS Stock Control/Storage Branch and verifies that all DBOS Stock Control/Storage Branch "due-outs" are in agreement with unit "dues-in," except for cancellation and follow-up actions submitted above. Failure to return the listing by the response date will cause a freeze to be applied to the Customer Information Control File (CICF), inhibiting processing of requests for supplies until a reconciliation is received.

Chapter 17

Obtaining and Accounting for Subsistence

17-1. Issue of Subsistence.

a. The issue of subsistence items to Active Army dining facilities will be per the Army Ration Credit System (ARCS) and Field Ration Issue System (FRIS). Issue of subsistence items to U.S. Army Reserve (USAR) and Army National Guard (ARNG) units may be per the FRIS or the ARCS when authorized by their respective command.

b. All subsistence items perishable and semi-perishable will be delivered directly to Active Army dining facilities by a prime vendor. Dining facility managers will submit requirements through the Army Food Management Information System (AFMIS). The TISA creates and forwards prime vendor orders using the AFMIS. Automated data interfaces with the Subsistence Prime Vendor Interpreter (SPVI).

c. The order, issue, consumption schedule will be as follows:

<u>ORDER</u>	<u>RECEIVE</u>	<u>CONSUME</u>
Monday	Wednesday	Friday/Saturday
Wednesday	Friday	Sunday/Monday/Tuesday
Friday	Monday	Wednesday/Thursday

d. Meals, Ready-to-Eat (MRE) will be issued on DA Form 3161 (Request for Issue or Turn-In Report) with necessary documentation of number, type (breakfast, lunch, dinner) meals to be fed and certification of responsible person. Issue of MREs will be per AR 30-18.

e. Units/Activities/Organizations. Issue of ice will be made to units training in the field, and activities such as, but not limited to, schools, offices, shops, warehouses, and work crews for cooling of drinking water for military and Department of the Army civilian personnel. Upon receipt, customers must present a DD Form 577 (Signature Card) authorizing the receipt of ice. The same person will not be authorized to request and receive. These issues are chargeable to the operating funds of the using unit/activity/organization (OMA).

f. Requesting Ice. Units/activities/organizations will prepare DA Form 3161 in two copies requesting ice, listing the authorized recipient with corresponding allowance, their APC and DODAAC. Issue of ice will be recorded on DA Form 3161 and signed by authorized recipient. Copy 1 of DA Form 3161 will be forwarded to the TISB Administrative Office and Copy 2 will be given to the recipient.

Chapter 18

Command Supply Discipline Program (CSDP)

18-1. Purpose.

- a. To ensure compliance with the Department of the Army supply regulations and directives.
- b. To encourage management ideas and concepts for improved supply discipline.
- c. To use the CSDP as regulatory guidance in supply operations.
- d. To promote supply economy consciousness.
- e. To identify supply problems, thereby permitting timely corrective action within the chain of command.
- f. To achieve maximum use of materiel resources.
- g. To provide responsible personnel with a standard listing of existing supply discipline requirements for each level of command.
- h. To eliminate fraud and waste of Government property and supplies.
- i. To ensure the proper use, safeguarding, and storage of Government property.
- j. To ensure all equipment on hand is authorized and that prompt action is taken to dispose of excess.
- k. To ensure compliance with regulatory requirements in maintaining property accountability, responsibility, and inventory control of Government property.
- l. To eliminate repeat findings of noncompliance with established policy.

18-2. Duties and Responsibilities.

- a. Director of Base Operations Support:
 - (1) Serves as the Installation Commander's monitor of the CSDP.

(2) Provides the required guidance and assistance to commanders in ensuring an effective CSDP is established.

(3) Conducts periodic evaluations and assessments of subordinate activities within the command of this headquarters. Conducts evaluations to determine compliance with regulatory requirements and administrative procedures as outlined in the appropriate tables within AR 710-2, appendix B.

(4) Provides commanders with feedback on evaluation of their supply discipline performance.

(5) Elevates findings of repeated discrepancies to the appropriate level of command for action.

(6) Maintains a file of evaluations on each organization or activity evaluated.

(7) Identifies supply problems and provides recommendations for resolution before they become serious or have a major impact on the overall supply posture.

(8) Provides training in those supply areas determined to be beyond the capability of the subordinate organization or activity.

(9) Implements policy guidance on supply subject matters based on information received and actions directed from higher levels of command.

(10) Provides assistance and guidance to commanders of Fort Knox Partners in Excellence in supply areas if requested.

b. Organization and Activity Commanders:

(1) Provide personal interest and direction necessary to develop, implement, and enforce an effective supply discipline program, using the regulatory guidelines and requirements as a basis for action.

(2) Appoint in writing a senior logistician as the CSDP monitor.

(3) Provide a copy of the appointment orders to the Directorate of Base Operations Support, ATTN: ATZK-OSP.

(4) Establish a detailed, written supply policy and procedure to include all subject areas identified in AR 710-2 and AR 735-5 applicable to their level of supervision or command.

(5) Develop evaluation checklists to conform with all the requirements in the appropriate tables contained in AR 710-2 and AR 735-5, and those which are locally established for use in conducting evaluations of subordinate units.

(6) Perform frequent CSDP evaluations of their units to ensure supply discipline is being practiced and enforced within regulatory guidelines and take immediate action towards improving and correcting noted weaknesses. Frequency of required evaluation inspections is contained in AR 710-2, appendix B, table B-7.

(7) Advise and seek assistance through command channels towards solving problems beyond the capability of the level of command affected.

(8) Use all available means to assure an efficient CSDP is in place and working. The ways and means to achieve this goal are provided in regulatory guidance.

(9) Establish a continuing information and training program to ensure personnel are aware of their responsibilities in support of the CSDP.

(10) Initiate action to ensure thorough investigations are conducted immediately after discovery of a loss, damage, or destruction of Government property and the required adjustment documents are processed IAW AR 735-5.

(11) Use results of the CSDP evaluations to determine candidates for the Chief of Staff, Army, Supply Excellence Award (CSA/SEA) Program.

c. CSDP Monitors:

(1) Summary of responsibilities and duties is defined in AR 710-2 and AR 735-5.

(2) Perform duties as directed by the commander.

d. Unit/User Level:

(1) Establish a written procedure to include all supply areas in their supervisory level of responsibility.

(2) Advise the next higher level of command of problem areas beyond their capability to resolve.

(3) Conduct frequent inspections within their area of responsibility to ensure compliance with regulatory and command procedures.

(4) Conduct supply training classes towards improving individual skills and performance in supply-related areas.

(5) Conduct frequent inventories of all property on hand within their command or level of supervisory control. Frequency of inventories is required as outlined in AR 710-2, table 2-1.

(6) Take prompt action to reconcile inventory variances as outlined in AR 710-2 and AR 735-5.

18-3. Scope and Application of the CSDP. This extends from the individual user throughout all levels of supervision and command and requires an aggressive, united effort to ensure its success. All commanders, directors, and supervisory personnel will take the required actions to ensure a strong, effective CSDP is fully implemented and enforced within their level of command and responsibility as outlined in AR 710-2 and AR 735-5.

18-4. Monitoring the CSDP. This is a primary area of concern throughout the Department of the Army and will be closely monitored for strict compliance and enforcement through frequent evaluations and assessments by each element of command as indicated in AR 710-2, tables B-2 through B-7. Noted discrepancies will be documented and brought to the attention of the commander of the organization for corrective action. Repeated noted discrepancies will be documented through command channels to ensure appropriate action is taken.

Chapter 19

Report of Survey Procedures

19-1. Purpose. To ensure compliance with the Department of the Army supply regulations and directives.

19-2. Duties and Responsibilities.

a. Each level of the survey process is monitored and supply expertise and assistance are provided to the Appointing and Approving Authorities and to the Survey Officer during the entire process. This in no way lessens the responsibility of the Appointing and Approving Authorities. The regulatory requirements and responsibilities of the commander/activity director remain unchanged.

b. When the Approving Authority is retained at the colonel level (06) or above or DA civilian employee in a supervisory position of GS-14 or above, the Approving Authority may designate, in writing, individuals to act as Appointing Authorities in the grade of 05 or 04 filling an 05 billet, or a U.S. Department of Defense civilian employee of equivalent grade of 05 or higher, i.e., GS/GM-13 or above, or GS/GM-12 filling a GS/GM-13 position on the personnel authorization document.

19-3. Scope and Application. These report of survey procedures apply to all military and civilian personnel of all TRADOC major subordinate commands, directorates, and staff offices/departments, this headquarters. The following procedures will be used in conjunction with AR 735-5.

a. INITIATION:

(1) The initiator of a report of survey is normally the hand receipt holder or accountable officer; however, when the hand receipt holder or accountable officer is not available, the person with the most knowledge of the incident will serve as the initiator (paragraph 13-6). Regardless who initiates the report of survey, it will be processed through the chain of command of the individual responsible for the property at the time of the incident (paragraph 13-4). When a report of survey is initiated on damaged quarters, it will be processed through the chain of command of the individual who is signed for the quarters at the time of the incident (paragraph 14-12).

(2) For property reported missing, the initiator will conduct a thorough search for the property before initiation of a report of survey. NOTE: Once a loss has been determined and negligence suspected, individuals may pay the actual loss to the Government, not to exceed their

1-month's base pay, by means of a statement of charges, unless a report of survey or AR 15-6 is mandatory. DD Form 362 (Statement of Charges/Cash Collection Voucher) has been revised and DD Form 1131 (Cash Collection Voucher) has been rescinded (paragraph 12-2).

(3) The initiator must prepare a thorough survey document in recognition that an investigation by a survey officer represents a significant expenditure of time and effort. The initiator will gather statements prepared in the form of certificates from persons responsible for the property at the time of the discrepancy and any others concerned with or having knowledge of the incident and attach as exhibits. These certificates must be signed and dated. The initiator will ensure block 11, DA Form 4697 (Department of the Army Report of Survey), contains a description of the events leading to the loss, damage, or destruction of Government property, with an explanation of how it happened. Include the date and place of incident and all persons identified by name, grade, and Social Security Number (SSN). Additionally, supporting evidence will be attached as exhibits to develop all the facts to assist the appointing authority in determining what action should be taken in block 17, DA Form 4697 (i.e., copy of hand receipt, estimated cost of damages (ECOD), Military Police (MP) report, statements). A report of survey should not be delayed awaiting an MP report, the results of a CID investigation, or a copy of the ECOD. If these documents are not available at the time of initiation, DBOS will obtain them and attach as exhibits to the survey when available.

(4) The initiator will immediately forward a copy of the report of survey to the Defense Accounting Office (DAO) when any individual mentioned in block 11, DA Form 4697, is within 6 months termination of service or employment.

(5) The report of survey will be prepared in an original and five copies, with original exhibits attached to the original DA Form 4697. When two or more reports of survey are initiated due to the same incident, cross reference the separate reports of survey to each other in block 11, DA Form 4697. Related surveys must be processed together (i.e. AWOL surveys).

(6) FK Form 237 (Report of Survey Control Record) will be stapled to the front of the original survey packet for processing. This form will be initialed and dated at each processing level. The original survey and four copies will be forwarded to DBOS Report of Survey Section. DBOS will maintain a register for each approving authority, assign a survey number, and establish a suspense date for each action involved on each survey. Once the survey has been technically reviewed, it will be forwarded to the owning property book officer (PBO) for assignment of a document number. A validated copy of the DA Form 4697 will be provided to the initiator and owning PBO for their files upon completion. NOTE: DBOS will return the report of survey to the initiator if the survey is not completed IAW AR 735-5, Section I, chapter 3, figure 13-3.

b. PROCESSING:

(1) Property Book Officer. The PBO will ensure all information on the report of survey form is correct before affixing a document number to the form. For discrepancies discovered during an inventory of property book items (including those items which were hand receipted), the PBO will conduct a causative search to determine if the discrepancies are a result of an accounting error or a result from lost, damaged, or destroyed property. The PBO will complete blocks 14 through 16, DA Form 4697. Damaged property will remain on the property records until the survey officer prepares a statement releasing the item for repair or turn-in. The report of survey will then be forwarded to DBOS Report of Survey Section for further processing. If blocks 1-16, DA Form 4697 (Department of the Army Report of Survey), are not completed and presented to the appointing authority within 15 calendar days, a statement of delay must be attached to the survey explaining the extenuating circumstances.

(2) Appointing Authority. The appointing authority is allowed a total of 40 calendar days from date of receipt, block 17, DA Form 4697, until concurrence/nonconcurrence with survey officer's investigation, blocks 33-36, DA Form 4697.

(a) The appointing authority will personally review all reports of survey submitted and will determine, from the evidence/documentation submitted, the appropriate action to be taken. If block 17a, DA Form 4697, is annotated, the survey should be forwarded to the approving authority for completion of blocks 37-40b, DA Form 4697. When no financial charge is imposed by the approving authority, the survey register will be annotated and survey filed in the central repository (DBOS).

(b) The appointing authority may recommend liability without appointing a survey officer if the evidence reflected on the report of survey clearly establishes negligence. The appointing authority will insert an "x" in block 17a, DA Form 4697. In the second and third sentences of Block 17a, line through the words "no" and "do not" respectively. Note that the parenthetical instructions do not apply. The appointing authority will ensure procedures outlined in AR 735-5, paragraph 13-34 and 13-35, are accomplished. The following will be entered in block 26: A recommendation regarding liability, the amount of liability, the base pay of the individual at the time of the loss, expiration term of service/ permanent change of station (ETS/PCS) date, and a statement explaining the facts on which recommendation is based. Blocks 27, 30-32, and 34-36 will also be completed. The survey will then be forwarded to DBOS.

(c) The appointing authority may appoint a survey officer or an AR 15-6 investigating officer. The appointing authority will comply with AR 735-5, paragraph 13-25 through 13-28. The appointing authority should immediately brief the survey officer/investigating officer and

direct to the DBOS Report of Survey Section. Specific considerations/instructions for the survey officer are identified in AR 735-5, paragraph 13-29 through 13-35, and Appendix C. DBOS will complete blocks 21-25, DA Form 4697; brief the survey officer; provide a report of survey packet; and establish a suspense date in which to complete the investigation. DBOS will attempt to ensure the survey officer's investigation is conducted in a timely manner (up to 30 calendar days). Survey officers will be released from other duties as much as possible or replaced promptly if more urgent assignments would significantly delay the survey. Any delay must be explained in writing by the survey officer and attached to the report of survey as an exhibit.

(d) Upon completion of the survey officer's investigation, the survey officer will handcarry the report of survey through the appointing authority to DBOS. The investigation will be technically and administratively reviewed and blocks 26-32b, DA Form 4697, will be completed by the survey officer and will notify individual(s) of liability, when appropriate. When a survey officer has forwarded the findings/recommendations to the individual against whom liability is recommended, the time awaiting response WILL NOT be included when computing the total processing time (i.e., 7 days local area, 15 days within the Continental United States (CONUS), and 30 days outside CONUS). The survey will be forwarded to the appointing authority.

(e) The appointing authority will review the survey and either concur or nonconcur with the survey officer's recommendations.

(1) If the appointing authority nonconcurs, check "nonconcur" in block 33, DA Form 4697, and enter a statement in block 34, DA Form 4697, justifying the rationale upon which the decision was based. The appointing authority will then complete blocks 35, 36a and 36b, DA Form 4697.

(2) If further investigation is required and/or pertinent instructions have not been complied with, the appointing authority will return the survey to the survey officer as an enclosure to a memorandum specifying what additional data and/or corrections are required.

(3) If the survey officer does not recommend financial liability but the appointing authority does recommend liability, the appointing authority will ensure procedures outlined in AR 735-5, paragraph 13-34 and 13-35, are accomplished. AR 735-5, paragraph 13-32b(1) through (8) and figure 13-6, will assist the appointing authority in reviewing the survey officer's investigation. Upon completion of blocks 33-36a, DA Form 4697, the survey will be hand-carried to DBOS.

(f) DBOS will review the report of survey and forward to the Staff Judge Advocate (SJA) for a legal review when appropriate. Upon completion of the SJA review, the report of survey will be forwarded to the approving authority for final action.

(3) Approving Authority. The approving authority is allowed a maximum processing time of 20 calendar days for review of the report of survey and to either approve the recommendations of the survey officer and appointing authority or to make a new decision. Paragraph 13-41 allows the approving authority to relieve survey officers if they fail to conduct an investigation IAW the regulatory guidance. When making a new decision, the approving authority's rationale will be stated in block 37 and ensure procedures outlined in AR 735-5, paragraph 13-33 through 13-35, are accomplished. Date of receipt should be annotated in block 37, DA Form 4697. The approving authority will personally review all reports of survey within the command. Upon completion, the survey will be hand-carried to DBOS for further processing.

(4) The report of survey register will be annotated to reflect all necessary data. A memo of final notification of the financial charge will then be forwarded to individual(s) concerned and to the DAO. The memo to the individual will inform when collection will begin (30 days from date mailed). If the respondents exercise their rights within the 30-day period, collection action will be temporarily postponed. A request for reconsideration must be forwarded to the approving authority within the 30-day timeframe or it will not be processed unless good cause for delay exists. The original copy of the survey with all evidence is filed in the central repository (DBOS). A flowchart to assist individuals processing reports of survey is at figure 19-1.

(5) This headquarters will also provide each approving authority with a weekly printout reflecting data on each open report of survey. The printout reflects the date of discrepancy, date the survey is required to be completed, and the present status.

c. Whenever Government property becomes damaged or destroyed, immediate measures must be taken by the responsible hand receipt holder to account for the damages.

(1) When negligence is not involved on the part of a military member or civilian employee, a signed statement by the company/battery/troop/detachment commander or equivalent will be attached to the maintenance request or turn-in document stating the cause of the incident and that there was no negligence involved. All necessary documentation, such as Military Police (MP) reports, accident reports, etc., will be attached to substantiate this statement. If the damage is less than \$200, the signature of the approving authority is not necessary. If it is \$200 or more, the approving authority must concur/nonconcur. The approving authority may designate a member of their staff, in the grade of major or above, to

review approved damage statements and to approve/disapprove damage statements when cost of repair is \$200 or more. If they nonconcur, a report of survey must be initiated. (AR 735-5, paragraph 14-25b)

(2) For damaged organizational clothing and individual equipment (OCIE), unit commanders are authorized to approve damage statements when the cost is less than \$100 per individual per field training exercise, if no negligence is involved. Statements must be taken to CIF for exchange within 30 days of the commander's approval (paragraph 14-25b(2)). NOTE: IAW memo, LOEA-OS, USALEA, 7 April 1995, with 1st End, ATBO-HSM, HQ TRADOC, 18 April 1995, subject: Damage Statements for Organizational Clothing and Individual Equipment (OCIE), authority to deviate from the policy contained in paragraph 14-25b(2) is granted to unit commanders to approve damage statements for damaged OCIE without regard to the \$100 threshold, above which required a report of survey or other property adjustment document.

(3) When negligence is involved or suspected on the part of a soldier or civilian employee, the unit/activity responsible for the Government property at the time of damage will initiate one of the following property adjustment documents through their property accountability channels.

(a) DD Form 362 will be prepared when liability is admitted and the extent of damages does not exceed the individual's monthly base pay.

(b) DA Form 4697 will be initiated when liability is admitted and the extent of damages exceeds the person's monthly base pay.

(c) DA Form 4697 will be initiated when liability is not admitted.

(d) DA Form 4697 will be initiated for sensitive items lost, damaged, or destroyed.

(4) When a Government vehicle is damaged and negligence is involved on the part of a non-Government civilian, a report of survey is not required. A signed statement by the appointing authority of the using unit is required stating the cause of the accident and that negligence is determined to be on the part of the non-Government civilian. This statement will be attached to the maintenance request or turn-in document. The appointing authority will forward a copy of this documentation along with any necessary data (MP report, accident report, etc.) to the SJA Claims Office to substantiate this finding. A copy of the estimated/actual cost of damages should also be attached for determination of a pecuniary charge. NOTE: A report of survey will be initiated if responsibility cannot be determined at the time of the incident. If the non-Government civilian is found negligent, blocks 26 and 37,

DA Form 4697, will be annotated to read: "Approved to relieve due to no indication of negligence on the part of the Government; therefore, recommend this report of survey be forwarded to SJA Claims Office for appropriate action." Separate reports of survey will not be prepared for the same incident unless the damaged vehicles are recorded on separate property books.

(5) Continued use of a damaged vehicle is authorized for vehicular accidents resulting in minor damage to the exterior of the vehicle if photographs are taken documenting damages caused by accident; certification obtained from qualified automotive technician that damage does not prevent the safe use of the vehicle and continued use will not make damages worse. These documents will be attached as exhibits to the survey when a report of survey is initiated.

(6) When the report of survey is approved or when the property is released by the survey officer, a copy of the report of survey or the survey officer's release statement will be attached to the maintenance request. If the item is not economically repairable, attach a copy of the approved report of survey or the survey officer's release statement and a copy of the maintenance request classifying the item to the turn-in document.

REPORT OF SURVEY FLOWCHART

- | | |
|--|--|
| 1. Initiates report of survey (blocks 1, 3-12, DA Form 4697) and forwards to Installation Commander (DBOS). | Unit Commander, Primary Hand Receipt Holder, Accountable Officer, Supervisor, or person most knowledgeable |
| 2. Administratively/technically reviews survey. Maintains survey registers for approving authorities. Assigns survey number (block 2, DA Form 4697 and forwards the original survey to the owning PBO. | Installation Commander (DBOS) |
| 3. Edits and completes blocks 14-16, DA Form 4697. Returns to the Installation Commander (DBOS). | Property Book Officer/Accountable Property Commander Officer |
| 4. Annotates entry in survey register and forwards to the appointing authority. | Installation Commander (DBOS) |
| 5. Reviews and determines no further action is necessary. Completes blocks 17-20, DA Form 4697, and returns survey to the Installation Commander (DBOS) to forward to approving authority. | Appointing Authority |
| <p style="text-align: center;">OR</p> | |
| 6. a. Recommends liability without a survey officer, annotates block 17a, DA Form 4697, and lines through words "no" and "do not" respectively in second and third sentences. Ensures procedures outlined in AR 735-5, para 13-34 and 13-35, are accomplished. Completes blocks 18-20, 26, 27, 30-32 and 34-36, DA Form 4697. Forwards to Installation Commander (DBOS). | Appointing Authority |
| b. Notifies individual of appointing authority's recommendation and awaits response. Forwards survey through SJA for legal opinion and forwards to approving authority for final approval. | Installation Commander (DBOS) |
| <p style="text-align: center;">OR</p> | |
| 7. a. Determines further investigation is required (block 17b or c, DA Form 4697) and appoints a survey officer. Forwards survey to Installation Commander (DBOS) for action. | Appointing Authority |

Figure 19-1. Flowchart for Processing Reports of Survey

b. Prepares survey officer packet, briefs survey officer, and establishes suspense.	Installation Commander (DBOS)
c. Conducts thorough investigation. Findings and recommendations completed and handcarried through Bn/Sqdn S4 to the Installation Commander (DBOS).	Survey Officer
d. Reviews and ensures adequate investigation conducted by survey officer. Returns to survey officer for further investigation, if necessary. Completes blocks 21-32b, DA Form 4697. Forwards to appointing authority for completion of blocks 33-36b, DA Form 4697.	Installation Commander (DBOS)
e. Reviews survey and returns to survey officer, if necessary. Completes blocks 33-36b, DA Form 4697. Returns survey to Installation Commander (DBOS).	Appointing Authority
f. Reviews action taken by appointing authority. Forwards to SJA for legal opinion, when required, and to the approving authority for final approval.	Installation Commander (DBOS)/SJA
8. Reviews. Completes blocks 37-40b, DA Form 4697. Forwards to Installation Commander (DBOS).	Approving Authority
9. Conducts technical review/analysis of completed survey where appropriate. Notifies individual(s) of financial charge and forwards to FAO for collection action. Maintains original report of survey with exhibits on file in the central repository.	Installation Commander (DBOS)
10. Processes requests for reconsideration, as required.	Installation Commander (DBOS)

Figure 19-1. Flowchart for Processing Reports of Survey (continued)

Fort Knox Reg 700-1 (27 Mar 00)

FOR THE COMMANDER:



ROBERT L. BROOKS
Director, Information Management

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A

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GEORGE EDWARDS
Colonel, AR
Garrison Commander

Appendix A

Organizational Clothing and Individual Equipment Cleaning Instructions

The following is a list of OCIE with procedures for cleaning and preparing items for turn-in to the CIF:

- a. All load bearing equipment, to include the Alice Pack, will be free of all mud and dust (brush with a stiff brush).
- b. If equipment has oil or grease on it, it must be washed with warm water and mild detergent. Any item soaked in oil will be on Report of Survey, Statement of Charges, or paid for in cash (see chapter 10).
- c. Compass and case must be clean and must be military issue.
- d. Kevlar helmet must be free of all mud and dust. Chin strap and suspension should be washed as follows:
 - (1) Fill Kevlar with hot, soapy water, let chin strap and suspension soak for ½ hour.
 - (2) Brush suspension and chin strap with a stiff brush.
 - (3) Rinse helmet with warm water and air dry.
- e. Camouflage cover for helmet will be washed in warm water and mild detergent, then replaced on the helmet to dry for turn-in.
- f. Canteen cup must be clean and free of all burns from cooking.
- g. Gloves, barbed wire, will be cleaned with warm water and mild detergent, dried, and one glove rolled from the finger end, then placed inside the other.
- h. Goggles, S/W/D, will be clean and complete.
- i. Mat, sleeping, will be washed clean with water and detergent, dried then rolled for turn-in.
- j. Overshoes will be washed inside and out. Overshoes must be a pair, not one each of different sizes. Burned overshoes that cannot be reissued must be paid for.

k. Wet weather gear, including poncho, will be washed by placing on a flat surface and using a wet cloth inside and out. Do not put wet weather gear in washer or dryer. Water which is too hot and dryer will cause rubber to peel and such gear will not be accepted. Wet weather gear left to soak in oil of any kind cannot be cleaned and will not be accepted.

l. Shelter half will be washed in mild detergent and warm water then dried for turn-in.

m. Tent poles and tent pegs will be free of mud, placed together and tied with tent rope.

n. Sleeping bag must be unzipped and turned inside out.

o. Helmet CVC: Remove the liner from the inside of the shell, wash the shell with a damp cloth. Use a stiff brush on the outside of the liner to remove all mud and dust. If the inside of the liner has oil or grease from the user's head, the liner will be turned inside out and washed with warm water and soap, being careful not to get water in ear pieces where communication wires are located. Allow to dry before replacing in the shell.

p. M25A1 gas mask will be washed with warm water and mild soap then dried with a soft cloth or tissue. Do not submerge mask in water. Remove the rubber cup from the canister, clean inside of the cup and the end of the canister. The mask hood is cleaned with warm water and detergent. The carrier is machine washable in warm water.

Appendix B
Required Publications

AR 30-1, 1 January 1985, The Army Food Service Program,

AR 30-18, 4 January 1993, Army Troop Issue Subsistence Activity Operating Procedures

AR 40-5, 15 October 1990, Preventive Medicine

AR 40-657, 6 November 1997, Veterinary/Medical Food Inspection and Laboratory Service

AR 71-13, 3 June 1988, The Department of the Army Equipment Authorization and Usage Program

AR 71-32, 3 March 1997, Force Development and Documentation – Consolidated Policies

AR 190-40, 30 November 1993, Serious Incident Report

AR 210-130, 15 April 1993, Laundry and Dry Cleaning Operations

AR 385-10, 23 May 1988, The Army Safety Program

AR 385-63, 15 October 1983, Policies and Procedures for Firing Ammunition for Training, Target Practice, and Combat,

AR 385-64, 28 November 1997, U.S. Army Explosives Safety Program

AR 635-200, 5 July 1984, Enlisted Personnel

AR 700-43, 19 November 1973, Management of Defense-Owned Industrial Plant Equipment

AR 700-84, 15 May 1983, Issue and Sale of Personal Clothing

AR 710-2, 31 October 1997, Inventory Management Supply Policy Below the Wholesale Level

AR 710-3, 31 March 1998, Asset and Transaction Reporting System

AR 725-1, 25 September 1989, Special Authorization and Procedures for Issues, Sales, and Loans

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AR 725-50, 15 November 1995, Requisition, Receipt, and Issue System

CTA 50-900, 1 September 1994, Clothing and Individual Equipment CTA

CTA 50-909, 1 August 1993, Field and Garrison Furnishings and Equipment

DA Pam 710-2-1, 31 December 1997, Using Unit Supply System (Manual Procedures)

DA Pam 710-2-2, 30 September 1998, Supply Support Activity Supply System: Manual Procedures

FM 10-67-1, 2 April 1998, Concepts and Equipment of Petroleum Operations

Appendix C

Hand Receipt Holder Clearing the Installation Property Book Office

Hand receipt holders and their chain of command must ensure a break in accountability does not occur when hand receipt holders retire, resign, or transfer to a new duty station. To prevent loss of accountability, the following steps should be taken to clear the Installation Property Book Office:

- a. Upon notification that hand receipt holders are departing their duty station, select and appoint, in writing, a new hand receipt holder, ensuring a copy of the appointment orders is forwarded to IPBO.
- b. The outgoing hand receipt holder will make an appointment with the IPBO to update the hand receipt.
- c. After the hand receipt is updated, the outgoing and incoming hand receipt holders will do a joint inventory and reconcile any discrepancies.
- d. After reconciliation, the incoming hand receipt holder will assume responsibility of property from the IPBO.